

VACANCY ANNOUNCEMENT

The Ghana Statistical Service (GSS) seeks to recruit experienced persons to the under-mentioned positions to provide leadership, technical and operational direction in the dispensation of the mandate of the Service. The post holders are members of the Senior Management Team of GSS and work directly under the Deputy Government Statisticians in charge of Operations and General Services.

- 1. DIRECTOR OF COMMUNICATION AND DISSEMINATION**
- 2. DIRECTOR OF COORDINATION AND PROGRAMME MANAGEMENT**
- 3. DIRECTOR OF REGIONAL STATISTICAL OFFICES**

1. DIRECTOR OF COMMUNICATION AND DISSEMINATION

JOB PURPOSE

To provide leadership, technical and operational direction for the implementation of the programmes and activities related to Communication and Dissemination Directorate (CDD). The Post holder shall develop a Communications Strategy to support the dissemination of official statistics in Ghana, deepen collaboration with its key stakeholders and deliver transformational change.

DUTIES AND RESPONSIBILITIES

The specific responsibilities of the Director of CDD are as follows:

- a. Provide clear and visionary leadership and management of communications professionals and their teams, to ensure that activities of the directorate are coherent with wider organisational objectives;
- b. Oversee the implementation of activities and plans for the Directorate, including media and public relationships, library, records and archives, infographics and visualization, editorial and publishing, and data services in accordance with the needs of the strategy of the Service;
- c. Guide and direct the development of a communications and dissemination strategy to educate as well as enhance the image of the Service;
- d. Develop strategies for the marketing of GSS products and services;
- e. Retool the Directorate to participate in the compilation and dissemination of GSS's statistical outputs to enhance visibility of the work of the Service;
- f. Retain oversight responsibility of all communication content, including social media content, ensuring coherence and consistency of message and alignment with the institution's strategic objectives;
- g. Conceptualise and write creative content for internal and external publications like speeches, presentations, media messaging, newsletters, website content, editorial-style articles, briefing notes, video and radio scripts;

- h. Lead on stakeholder relations, including key account relationships, National Advisory Committee for the Producers and Users of Statistics, reviving the stakeholder function, and devising a systematic programme of targeted engagement which meets the needs of the Government Statistician and the GSS Board;
- i. Coordinate the organization of statistical literacy programmes for key stakeholders and the general public;
- j. Plan and supervise GSS Press Releases, Press Conference and briefings, seminars, workshops and other events;
- k. Facilitate foreign travel and other protocol arrangements;
- l. Coordinate the design and development of publicity/communication materials supporting statistical enquiries, and products and services from the activities of the Service;
- m. Coordinate the updating of the indicators in the Ghana Info, Country State, Accelerated Data Programme (ADP), Census Info, Integrated Management Information System (IMIS) and other databases; and,
- n. Prepare and submit quarterly, annual and other periodic reports on the Communication and Dissemination Directorate.

QUALIFICATION AND EXPERIENCE

- a. A minimum of Master's degree from an accredited tertiary institution with specialization in any of the following disciplines: Statistics, Demography/Population Studies, Economics, Mathematics, Social Sciences and related fields;
- b. Post graduate degree/certificate in communications, journalism, public relations or other related field;
- c. Minimum of (10) years post-first degree qualification relevant work experience, (5) years of which must be in a senior management position in a reputable statistical or research Institution;
- d. Extensive experience in public relations and advocacy.

COMPETENCIES AND SKILLS

- a. Planning and organisational skills
- b. Good knowledge of the Statistical Service Law, 2019 (Act 1003)
- c. Strong leadership, networking, monitoring and management skills
- d. Proven experience in building, coaching, and mentoring a team and capacity to inspire and motivate staff
- e. Excellent verbal communication, interpersonal and presentation skills
- f. Familiarity with social media platforms and social media marketing
- g. Adaptability and flexibility to change
- h. Capability in statistical analysis and report writing
- i. Information management skills
- j. Knowledge of Public Financial Management Act, Act 921; Internal Audit Agency Act (IAA), 2003, Act 658; Public Procurement Act (PPA) 2003, Act 663 and the Labour Act (LA), 2003, Act 651.

2. DIRECTOR OF COORDINATION AND PROGRAMME MANAGEMENT (CPM)

JOB PURPOSE

To provide leadership, technical and operational direction for the implementation of the programmes and activities related to Coordination and Programme Management Directorate. The Post holder shall develop, implement and monitor adherence to the Corporate Plan of GSS and the National Strategy for the Development of Statistics (NSDS).

DUTIES AND RESPONSIBILITIES

In line with the mission and objectives of GSS, the successful applicant will be responsible for four (4) sections; Programme Planning & Budgeting, Programme Monitoring & Evaluation, Statistical Harmonization & Standardization, and Statistical Capacity Building.

The specific responsibilities of the Director of CPM are as follows:

- a. Oversee the implementation and adherence of the Statistical Service Act, 2019 (Act, 1003);
- b. Mobilise and coordinate resources for the implementation of the GSS Corporate Plan and the Statistical Service Act, 2019, (Act, 1003);
- c. Coordinate the preparation of Statistics Sector Medium Term Development Policy Framework;
- d. Coordinate the preparation of technical proposals;
- e. Coordinate, supervise, promote and support implementation of the GSS Corporate Plan (2020-2024) and the National Strategy for the Development of Statistics (NSDS) and related activities;
- f. Supervise the development of work plans, budgets and guidelines for the Service, review and monitor their implementation;
- g. Oversee the monitoring and evaluation of programmes and projects of the Service and submit status reports;
- h. Facilitate the arrangements of Staff and Management workshops, seminars, study tours and conferences under donor funding;
- i. Coordinate with cross discipline team members to make sure that all parties are on track with project requirements, deadlines, and schedules;
- j. Facilitate the implementation of national, Africa-wide and global initiatives for statistical development;
- k. Ensure compliance with all reporting requirements of Government of Ghana, funding agencies and partners;
- l. Ensure standardization of concepts, definitions, methods and classifications used for data collection within the NSS;
- m. Create a platform to ensure cooperation and collaboration among stakeholder institutions for the promotion of data sharing and the maintenance of a central database;

- n. Prepare and submit consolidated quarterly, annual and other periodic reports from all directorates;
- o. Develop Terms of References for consultants assigned to the Directorate and coordinate their activities;

QUALIFICATION AND EXPERIENCE

- a. A minimum of a Master's Degree from an accredited tertiary institution in any of the following: Statistics, Business Administration, Demography/Population Studies, Geography, Economics, Mathematics, Social Sciences and related fields;
- b. A certificate in Project Management is an added advantage;
- c. Minimum of ten (10) years post-first degree qualification relevant work experience, (5) years of which must be in a senior management position in a reputable statistical or research Institution.

COMPETENCIES AND SKILLS

- a. Strong planning, organisational and analytical skills
- b. Strong leadership and capacity to inspire and motivate staff
- c. Extensive networking, monitoring and management
- d. Project and process management
- e. Ability to work with diverse and multi-disciplinary teams
- f. Excellent interpersonal and presentation skills
- g. Strong written and verbal communication skills
- h. Adaptability and flexibility to change
- i. Considerable knowledge in budgeting
- j. Information management skills
- k. Capability in statistical analysis and report writing
- l. Ability to use intermediate to advance Microsoft Office and statistical software
- m. Good knowledge of the Statistical Service Law, 2019 (Act 1003)
- n. Knowledge of Public Financial Management Act, Act 921; Internal Audit Agency Act (IAAA), 2003, Act 658; Public Procurement Act (PPA) 2003, Act 663 and the Labour Act (LA), 2003, Act 651.

3. DIRECTOR OF REGIONAL STATISTICAL OFFICES (RSOs)

JOB PURPOSE

To provide leadership, statistical, technical and operational direction for the implementation of the programmes and activities of the GSS at Regional Offices in the sixteen regions of the country as per Statistical Service Law.

DUTIES AND RESPONSIBILITIES

The specific responsibilities of the Director of RSOs are as follows:

- a. Direct and guide the activities of regional statistics offices and divisions within the Directorate;
- b. Supervise the development of work plan and budget for the Directorate, including all RSOs and monitor their implementation;
- c. Review the work schedules of the Regional Statisticians;
- d. Prepare and submit quarterly, annual and other periodic reports of the Directorate;
- e. Advise Regional Coordinating Council and Metropolitan, Municipal and District Assemblies through Regional Statisticians on matters relating to statistics;
- f. Supervise the preparation of market reading calendar for the regions in collaboration with Economic Statistics Directorate;
- g. Review requests and submissions of data, administrative reports, statistical briefs, and other outputs produced by Regional Statisticians;
- h. Coordinate the organization of seminars and workshops on economic, social and demographic statistics for key stakeholders in the Regions;
- i. Direct the development of statistical capacity building programmes for District Assemblies in the systematic collection, compilation and publication of statistical information, including statistics derived from the activities of those entities;
- j. Coordinate the conduct of any census or national survey at the regional level;
- k. Coordinate the recruitment of field staff from the regions for statistical inquiries in collaboration with the relevant implementing directorates;
- l. Coordinate the preparation of technical statistical reports at the regional level in accordance with Data Quality Assessment framework, the UN Fundamental Principles of Official Statistics, the African Charter for Statistics and other international standards;
- m. Liaise with Regional Statisticians to ensure that District Statisticians collect administrative data at the lowest level;
- n. Respond to data/statistical information requests on the regions; and,
- o. Manage the development and maintenance of database on regional offices.

QUALIFICATION AND EXPERIENCE

- a. A minimum of a Master's degree from an accredited tertiary institution in any of the following: Statistics, Demography/Population Studies, Geography, Economics, Mathematical sciences and related fields;

- b. Minimum of ten (10) years post-first degree qualification relevant work experience, (5) years of which must be in a senior management position in a reputable statistical or research institution.

COMPETENCIES AND SKILLS

- a. Extensive knowledge of Geographical Information System
- b. Good knowledge of the Statistical Service Law, 2019 (Act 1003)
- c. Extensive leadership, networking, monitoring and management skills
- d. Demonstrable ability to work effectively in a Team
- e. Strong leadership, and capacity to inspire and motivate staff
- f. Excellent communication, interpersonal and presentation skills
- g. Adaptability and flexibility to change
- h. Ability to use intermediate to advance Microsoft Office and statistical software
- i. Good knowledge in statistical computing and organization of large amounts of statistics and information
- j. Capability in statistical analysis and report writing

TERMS OF APPOINTMENT

The appointment is for an initial four (4) years, renewable upon satisfactory performance. Applicants must be eligible and capable of serving a full term of four (4) years before attaining the compulsory retiring age of 60 years.

DUTY POST FOR ALL 3 POSITIONS

GSS Head Office, Accra

HOW TO APPLY

Interested applicants are to submit six copies of the following set of documents to the address below:

- i. An application letter which gives evidence of examples of experience based on the enumerated selection criteria;
- ii. Detailed Curriculum Vitae with contact telephone numbers, e-mail address and three referees, including contact details;
 - a. Internal candidates must have two satisfactory *Staff Performance Appraisal Reports* for immediate past years
- iii. A vision statement of a maximum length of two pages;
- iv. Brief Statement of job responsibilities in current/latest post;
- v. Copies of sample writing, i.e., project report, analytical report, proposals, etc;
- vi. Any other relevant information.

**THE SECRETARY
GHANA STATISTICAL SERVICE GOVERNING BOARD
GHANA STATISTICAL SERVICE
P.O. BOX GP 1098
ACCRA**

Email: gsadmin@statsghana.gov.gh

Qualified women and people with disability are encouraged to apply

CLOSING DATE: 21st August 2020