THE GHANA INSTITUTION OF SURVEYORS

VACANCY FOR CHIEF EXECUTIVE OFFICER (CEO)

The position of CEO is vacant and the Governing Council (GC) of the Ghana Institution of Surveyors hereby invites applications from suitable qualified applicants.

THE INSTITUTION

The GhIS was established in 1969 as a professional body. It is a voluntary association of professional surveyors. The institution is the only body that regulates the profession of surveying and its practices in Ghana. It has three (3) distinct professional groupings, namely; Valuation and Estate Surveying Division, Quantity Surveying Division and Land Surveying Division.

THE POSITION/JOB FUNCTION

The Chief Executive Officer is the administrative head of the Institution's secretariat and provides administrative support for efficient running.

He / She is responsible for:

- Providing the Governing Council with returns, reports and other relevant information required.
- Supervising training services of the Institution for the efficient running of the institution.
- Enhancing the recognition and visibility of the institution locally and internationally.
- Generation, expansion and growth of the institution’s income and maintain financial prudence and accountability.
- Setting and implementing the agenda reflected by the institution’s broad Strategic Plan, initiating new directions in the Institution’s developmental paradigm.
- Membership growth as well as satisfaction of members.

JOB QUALIFICATION

1. A university first degree.
2. Post graduate qualification in management.
3. Membership of relevant Professional Body including Ghana Institution of Surveyors.

THE PERSON

The person must have the following skills:

1. Good entrepreneurial drive, and be able to manage resources and be result-oriented.
2. Strong interpersonal and relationship building skills.
3. Excellent communication and presentation skills.
4. Ability to command and promote respect, credibility and trust throughout the institution.
5. Ability to build collaborative staff teams and drive a performance culture.
6. Good stakeholder management skills.
7. An understanding of the sectors in which GhIS operates.
8. Excellent negotiation and influencing skills.
9. Computer and web literate: Knowledge and fluency in Microsoft office and comfortable with new online technology.
10. Organized and attention to detail, self-motivated.
12. Must be of good moral character, honest and a person of high integrity.

EXPERIENCE

1. Previous senior managerial position.
2. Involved in the development / promotion of an international brand.
3. Appreciation of staff structure / hierarchy.
4. Been part of Business and market development, planning and analysis.
5. Financial management.
6. Stakeholder management.

TERMS OF ENGAGEMENT

To be determined by the Governing Council (GC) consistent with the institution’s policies.

Salary and fringe benefits are attractive.

APPLICATION

Interested candidates are to submit their application letter together with the following:

i. Curriculum Vitae (CV) including names and addresses of two (2) referees.
ii. Copies of certificates and relevant documents.
iii. Vision statement (not more than three pages.

The applications marked CONFIDENTIAL are to reach the following address not later than 9th August 2019:

The Honorary Secretary
Ghana Institution of Surveyors (GhIS)
P. O. Box 916
Accra.

Or personally delivered to GhIS Secretariat, on the road near the Food and Drugs Authority, Accra.

Additionally, an electronic version should be forwarded to honsecretary@ghis.org.gh