Job Specification & Description - Technical Officer 1

<table>
<thead>
<tr>
<th>1. JOB TITLE:</th>
<th>Technical Officer 1</th>
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</thead>
<tbody>
<tr>
<td>2. DEPARTMENT:</td>
<td>Business Development</td>
</tr>
<tr>
<td>3. LOCATION:</td>
<td>Flat 15, Exhibition Site Sophia</td>
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<tr>
<td>4. CLASSIFICATION:</td>
<td>Other Technical &amp; Craft Skilled</td>
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<td>5. SALARY SCALE:</td>
<td>BS 13</td>
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<td>6. EMPLOYMENT TYPE:</td>
<td>Other Technical &amp; Craft Skilled</td>
</tr>
<tr>
<td>7. FUNCTIONAL CONTACTS (internal &amp; external)</td>
<td>All departments, All relevant Stakeholders</td>
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<td>9. REPORTS TO</td>
<td>Head, Development</td>
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<td>10. JD APPROVED</td>
<td>Ms. Carole Fletcher, Chairperson, NSC</td>
</tr>
</tbody>
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11. JOB PURPOSE SUMMARY

Is responsible for performing all assigned activities within the scope of the Business Development Services Department work programme.

12. FINAL OUTPUT

- Trained Personnel in management systems standards
- Companies are accreditation/certification ready

13. KEY PERFORMANCE INDICATORS

- Number of Persons trained in management systems standards.
- Number of companies accreditation/certification ready.

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14. JOB DUTIES AND RESPONSIBILITIES

- Providing Technical Assistance to Companies based on Management systems standards.
- Monitoring national, regional and international levels of Business Development Services activities and related areas with a view to continually improve the programme activities assigned.
- Implementing the relevant Quality Management Systems of the GNBS.
- Preparing of articles for Newsletters and other communication strategies in a timely manner with a view of sensitising stakeholders on current and future developments in the area of Business Support Services and Standardisation.
- Completing weekly, monthly, quarterly, and annual reports on all activities assigned in a timely manner.
- Completing of reports for training programmes, conferences and other events when representing the GNBS.
- Performing any other duty as may be assigned by any duly authorized Officer.
- Conducting training programmes to stakeholders based on management System Standard.

15. MINIMUM REQUIREMENTS

- First Degree in Natural Science or Social Science from a recognized Institution and two (2) years working experience in the implementation of any Quality Management Systems.
- Competent knowledge of the use of Microsoft programmes.

16. SPECIFIC KNOWLEDGE & SKILLS REQUIRED

- Good interpersonal skills and ability to communicate effectively
- Comprehension skills – must process skills for reasoning comprehension and analyzing.
- Computer skills
- Auditing or assessment skills

17. VALUES AND ATTRIBUTES

- Ability to exercise tact, diplomacy and discretion and maintain calm and composure in difficult situations.
- Maintains confidentiality.

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• Maintain a proactive role as an agent of change.
• Pride in work and a quest for quality and excellence.
• Innovative, flexible and results oriented.
• Provides a positive image of the GNBS.

18. SPECIAL CONDITIONS OF THE JOB

• Must be able/capable of functioning in different situations.
• May be required to work during the lunch interval.
• May be required to work beyond normal working hours/days to meet deadlines and deliverables.
• Occasional local and overseas travel may be required.
• The post is transferable.

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