

## Job Specification & Description-Technical Officer 1

<b>1. JOB TITLE:</b>	Technical Officer 1
<b>2. DEPARTMENT:</b>	Business Development
<b>3. LOCATION:</b>	Track MB, Block B, National Exhibition Centre, Sophia
<b>4. CLASSIFICATION:</b>	Other Technical & Craft Skilled
<b>5. SALARY SCALE:</b>	BS 13
<b>6. EMPLOYMENT TYPE:</b>	Other Technical & Craft Skilled
<b>7. FUNCTIONAL CONTACTS (internal &amp; external)</b>	All departments, All relevant Stakeholders
<b>9. REPORTS TO</b>	Head, Development
<b>10. JD APPROVED</b>	Ms. Carole Fletcher, Chairperson, NSC

### 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.

#### **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.

- 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