

VACANCY ANNOUNCEMENT

The National Media Commission (NMC) is looking for a suitably qualified, goal-oriented and results-driven person, with exceptional leadership qualities for appointment to the position of:

DEPUTY EXECUTIVE SECRETARY

JOB PURPOSE

To assist the Executive Secretary to provide leadership, technical and administrative direction for the achievement of the mandate of the Commission.

DUTIES AND RESPONSIBILITIES

Under the direction of the Executive Secretary

- 1.Ensures the provision of inputs for the formulation and implementation of policies and programmes.
- 2.Exercises oversight responsibility for the efficient and effective management of the resources (human, material and financial) of the Commission.
- 3.Ensures that statutory financial obligations affecting the Commission are observed.
- 4.Ensures a strong and effective framework of corporate governance within the Commission.
- 5.Participates in contract negotiations on behalf of the Commission.
- 6.Provides input for the development of medium- and long-term strategic plans for the Commission.
- 7.Develops and maintain appropriate relationship with relevant Ministries, Departments and Agencies (MMDAs) of government, stakeholders and relevant regional and international bodies on issues relating to the General Services.
- 8.Ensures effective monitoring and evaluation of the Commission's programmes and objectives and make recommendations for improvement.
- 9.Initiates actions to adhere, apply and comply with governmental, regional and international policies, treaties, obligations and conventions on media communications and related activities.
- 10.Ensures effective internal communication within the Commission.
- 11.Ensures effective monitoring and evaluation of the Commission's programmes and objectives and make recommendations for improvement.
- 12.Reviews proposals on standardization, metrology and planning, monitoring and evaluation for approval.
- 13.Manages the operational processes to ensure compliance with the relevant media communications laws and management system standards.
- 14.Ensures the establishment of management systems and their accreditation within the Commission
- 15.Ensures the preparation and submission of quarterly, mid-year, annual and other periodic reports of the Operations section.
- 16.Oversees the preparation and implementation of performance management system of the Operations section.
- 17.Appraises the performance of the Directors within the Operations section.

QUALIFICATIONS AND EXPERIENCE

Direct Entry

- ☐A minimum of a Master's Degree in Journalism/Communications, Law or any related field from an accredited tertiary Institution.
- ☐A minimum of twelve (12) years post-qualification relevant work experience, five (5) years of which must be in a Senior Management position in a reputable Institution.
- ☐Must pass a selection interview.

In-Service Entry

- ☐Availability of vacancy in the grade of Deputy Executive Secretary.
- ☐A minimum of five (5) years on the grade of Director
- ☐Must have a satisfactory Staff Performance Appraisal Report.
- ☐Must pass a selection interview.

CAREER PROGRESSION

By promotion to the grade of Executive Secretary subject to the following:

- ☐Availability of vacancy in the grade of Executive Secretary
- ☐A minimum of five (5) years in the grade of Deputy Executive Secretary
- ☐Must have a satisfactory Staff Performance Appraisal Report.

I. MODE OF APPLICATION

Interested and qualified applicants may apply, providing an up-to-date detailed Curriculum Vitae with contact information (postal and email address, telephone number); and contact details of three (3) referees, who can attest to the applicant's professional competencies.

Applications should be submitted to any of the following addresses not later than September 8, 2026.

i.Registered postal mail:

THE EXECUTIVE SECRETARY
NATIONAL MEDIA COMMISSION
P.O. BOX SD 114
SPORTS STADIUM
ACCRA

ii.Hand-deliver documents to NMC's office at:

1ST RANGOON CLOSE
CANTONMENTS
ACCRA
GPS: GL-060-2379