



Ghana Book Development Council

ADVERTISEMENT FOR RECRUITMENT

A. HUMAN RESOURCE MANAGER

The Ghana Book Development Council has vacancy for a Human Resource Manager to perform the following duties:

1. Coordinate the development of relevant Human Resource Systems, guidelines, procedures and standards for the Council.
2. Ensure the implementation of Human Resource policies, programmes and activities in accordance with regulations in the Public Service.
3. Ensure the management of Human Resource activities including planning, recruitment, training and development, promotion, postings, compensation management and the general welfare of staff of the Council.
4. Provide inputs for formulation of policies of the Council.
5. Implement a system to ensure efficient custody, retrieval and preservation at all files on human resource.
6. Support the preparation of annual and other periodic reports of the Unit.
7. Support the preparation of budget of the Unit.

QUALIFICATION AND EXPERIENCE

1. A minimum of a Master's Degree from a recognised accredited tertiary institution in HRM, Public/Business Administration, Social Sciences or related field.
2. Minimum of one (1) year working experience in a reputable organisation.
3. Must have completed National Service

B. PROCUREMENT MANAGER

The Ghana Book Development Council has vacancy for a Procurement Manager to perform the following duties:

1. Provide inputs for the formulation of policies of the Council.
2. Facilitate the preparation of the procurement plans for the Council.
3. Ensure the implementation of the procurement plans and activities in accordance with the Public Procurement Act.
4. Provide inputs for the preparation of the annual budget.
5. Ensure the effective and efficient management of contracts.
6. Ensure the development and management of a comprehensive database on service providers and all other procurement activities.
7. Collate and prepare reports (evaluation, project etc.) for deliberations at meetings.

QUALIFICATION AND EXPERIENCE

1. A minimum of a Master's Degree from an accredited tertiary institution in Procurement or related field.
2. A member of Chartered Institute of Purchasing and Supply (MCIPS).
3. A minimum of one (1) year post qualification relevant work experience in a reputable institution.
4. Must have completed National Service.

C. ADMINISTRATIVE MANAGER

The Ghana Book Development Council has vacancy for an Administrative Manager to perform the following duties:

1. Provide inputs for the formulation of policies of the Council.
2. Serve as Secretary to committees and produce minutes and draft reports.
3. Enforce discipline and supervise work of auxiliary staff.
4. Collate inputs for the preparation of the annual budget of the Unit.
5. Ensure proper management of the office of the Executive Director.
6. Facilitate the organisation of meetings.
7. Provide inputs and information for the designs, implementations and periodic review of the record management system.
8. Implement a system to ensure efficient custody, retrieval and preservation at all files.

QUALIFICATIONS AND EXPERIENCE

1. A minimum of a Master's Degree from an accredited tertiary institution in Business/Public Administration, Social Sciences or related field.
2. A minimum of one (1) year post-qualification relevant work experience in a reputable organisation.
3. Must have completed National Service.

D. CLEANER

The Ghana Book Development Council has vacancy for a Cleaner to perform the following duties:

1. Clean the offices, compound and washrooms.
2. Weed and spray the premises when necessary.
3. Ensure proper disposal of waste and undertake any other related duties.

QUALIFICATIONS AND EXPERIENCE

1. A minimum of a basic school certificate or equivalent.
2. A minimum of one (1) year relevant work experience in a reputable organisation.
3. Applicants who live around La Bawaleshie, Legon, Shiashie, Okponglo and environs are encouraged to apply.

N.B. TO ALL APPLICANTS

- An application letter together with a comprehensive Curriculum Vitae (which contains names, addresses and contacts of referees), all certificates, and relevant documents must be submitted no later than **Friday, 21st August 2026** via email (**hr_recruitment223@yahoo.com**).
- Successful applicants must pass a selection interview and medical evaluation.
- **Females are encouraged to apply.**
- Only shortlisted applicants will be contacted.