



Institute of Public Relations (IPR), Ghana is a recognized professional body which brings together PR practitioners in Ghana and provides training for students.

IPR, Ghana invites applications from qualified persons for the following positions:

EXECUTIVE SECRETARY

Position Overview:

The role of Executive Secretary of the Institute of Public Relations (IPR), Ghana, is a key coordinating function, with a core remit of delivering IPR's professional, strategic, and financial objectives. under the guidance of the Executive Committee (EXCO) and Council of IPR, Ghana. The Executive Secretary reports to the President Of IPR Ghana and has the responsibility of growing the reach and impact of the Institute. He/She is required to facilitate the transformation of IPR into the leading professional institute in Ghana.

Key Responsibilities:

Strategy:

- Participate in the development of strategic plans and initiatives and ensure their implementation to advance the objectives of the Institute.
- Monitor industry trends and developments, and in consultation with EXCO, adapt the Institute's strategies accordingly.

Finance and Administration:

- Oversee the day-to-day operations of the IPR Secretariat, ensuring efficient and effective functioning.
- Manage the Institute's budget, financial resources, and reporting requirements.

People Management:

- Provide leadership to the staff, fostering a positive and productive work environment.
- Develop and maintain strong relationships with IPR members, providing support and guidance as needed.

Planning and Reporting:

- Ensure all work plans are completed, particularly for management team and reported weekly, monthly, quarterly and annually.

Communication and Public Relations:

- Serve as the spokesperson for IPR, in the absence of the President, Vice President, or their appointed authority, providing timely and accurate information to the media and the public and foster effective internal communication.

Qualifications and Requirements:

- Master's degree in Public Relations, Communication, Business Administration, or a related field with five (5) years post national service experience at the strategic and executive level.
- Bachelor's degree in Public Relations, Communication, Business Administration, or a related field with ten (10) years post national service experience at the strategic and executive level.
- Proven experience in administrative management and accreditation processes, preferably in an educational or professional setting.
- Strong leadership skills and the ability to effectively manage and motivate a team.
- Analytical mindset and the capacity to assess and improve processes continuously.
- Familiarity with industry trends, best practices, and emerging developments in the field of Public Relations.
- Proficiency in using standard office software and data management tools.

Benefits

- Competitive salary commensurate with experience.
- Opportunities for professional growth and training.
- Pleasant working environment with a dedicated and supportive team.

If you are a motivated individual with a passion for community engagement in a non-profit membership-based environment and keen to contribute to the growth of a professional organization, we encourage you to apply for any of the above listed jobs at IPR, Ghana.

Please submit your CV and a cover letter detailing your suitability for the role to jobs@iprghana.org on or before **5 pm 15th August 2024**. Only shortlisted candidates will be contacted.

We look forward to welcoming you to our team.