

WATER RESOURCES COMMISSION

VACANCY ANNOUNCEMENT

Water Resources Commission invites applications from suitably qualified Ghanaians to fill vacant positions in the Organisation.

Position: SENIOR DAM SAFETY ENGINEER

Job Purpose: To provide support to the Dam Safety Officer in the efficient and effective implementation of the Dam Safety Regulations (L.I 2236, 2016).

Main Duties/Responsibilities:

Specifically, the Dam Safety Engineer will perform the following duties:

1. Review procedures and guidelines, and Operation and Maintenance Manual
2. Inspect and classify dams to which these Regulations apply.
3. Investigate any report on dam safety.
4. Co-ordinate consultations on the formulation of dam safety policy within the Commission.
5. Co-ordinate inter-agency consultations on dam safety policy.
6. Develop technical materials on dam safety.
7. Create public awareness on dam safety and related matters.
8. Perform other functions assigned by the Commission.

Qualification and Experience

1. A minimum of a master's degree from a recognized tertiary institution in Civil/ Geotechnical/ Structural Engineering.
2. A minimum of eight (8) years relevant work experience.
3. Knowledge and experience in Dam Safety inspection is an added advantage
4. Must pass a selection interview conducted by the Commission in collaboration with the Public Service Commission.

Technical and Personal Attributes:

1. Strong analytical, communication and interpersonal skills
2. Ability to meet deadlines
3. A good team player with team building skills

Position: SENIOR INTERNAL AUDITOR

JOB PURPOSE: Preparation and implementation of all audit plans and programs of the Commission in line with auditing regulations and requirements

Main Duties and Responsibilities:

1. Lead audit team to conduct audit assignments.
2. Prepare audit plans and programmes for audit assignments.
3. Supervise and review the work of team members.
4. Prepare draft audit reports supported with adequate working papers for submission.
5. Perform any other functions as may be assigned by the Commission

Qualification and Experience:

1. A Bachelor's Degree in relevant field e.g. Accounting, Finance and Auditing from a recognized tertiary institution and must possess Part II of ICA, CPA, ACCA (final) or their equivalent qualification.
2. Must have gained at least three (3) years post qualification experience in a relevant field of work.
3. Must pass a selection interview conducted by the Commission in collaboration with the Public Service Commission.

Technical and Personal Attributes:

1. Experience in handling public sector auditing, laws and related regulations,
2. IT proficiency particularly in Excel and any auditing software package
3. Ability to meet deadlines
4. A good team player with team building skills
5. Strong analytical, communication and interpersonal skills

Position: ADMINISTRATIVE OFFICER, PROCUREMENT

JOB PURPOSE: Provide operational support for the efficient and effective performance of the procurement and supply chain management functions of the Commission.

Main Duties and Responsibilities

1. Develop the procurement manual and procedures
2. Develop, maintain and update the suppliers register
3. Prepare the annual procurement plan for the Commission
4. Facilitate the effective management of the procurement process
5. Develops systems and mechanisms for effective stores management

6. Perform other administrative functions as may be assigned by the Commission

Qualification and Experience:

1. A minimum of a Master's Degree from an accredited tertiary institution in supply chain management, procurement, purchasing and supply or any other relevant field
2. A minimum of 2 years post Bachelor's Degree relevant work experience in a reputable organization
3. Must pass a selection interview conducted by the Commission in collaboration with the Public Services Commission

Technical and Personal Attributes:

1. IT proficiency particularly in procurement and asset software packages
2. Ability to meet deadlines
3. Ability to take on related administrative assignments
4. A good team player with team building skills
5. Strong analytical, communication and interpersonal skills

HOW TO APPLY

- Applications should be submitted with Curriculum Vitae and at last two (2) references.
- Electronic versions of the applications should be sent to watrecom@wrc-gh.org.
- Applicants should apply for the specific positions per the advert.
- Deadline for submission of applications is two weeks from the date of first published advert.
- Only shortlisted applicants will be contacted.