

**THE GAMBIA TEACHERS UNION**  
**VACANCY ANNOUNCEMENT**

Applications are invited from suitably qualified Gambians to fill vacancies at the Gambia Teachers Union. The GTU is a Professional Organization looking after the general welfare of teachers and education workers, including their professional wellbeing within the Education Sector.

**Minimum Requirements**

- A Diploma in Management Studies **OR** a Higher Teachers Certificate (or its equivalence, preferably in English Language and any Numerical Subjects);
- 5 years teaching experience;
- Basic knowledge of computer usage, preferably in MS Word, Excel and Power Point;
- Proficiency in English Language.

**Salary:** Attractive. Entry point depends on Qualification and Experience

Interested candidates should address their applications including photocopies of relevant credentials and an up-to-date CV to the:

**General Secretary**  
**The Gambia Teachers Union**  
**MDI Road, Kanifing.**

The Deadline for submission of applications is **Friday 30<sup>th</sup> May 2014.**

The job specifications, major responsibilities and all other relevant information could be found on the notice boards of the **GTU Secretariat and GTUCCU Headquarters** during working hours.

For further information, please call **4392075, 4376667** or **4376669** during working hours.

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**JOB REQUIREMENTS/SPECIFICATIONS FOR THE POSITION OF SENIOR**  
**OFFICER**

**Person's specification (knowledge/skills)**

- Must possess very good leadership qualities;
- Must possess and demonstrate good managerial qualities;
- Must have proven knowledge of project and/or programme development and Management processes and procedures – experience in a donor funded programme will be an added advantage;
- Must be a good team player;
- Must be able to work flexi-time and be prepared to go on trek on regular basis;
- Must be prepared to take up rural postings;
- Must possess excellent writing and communication skills;
- Must be able to work with minimum supervision;
- Must be able to meet targets and deadlines;
- Must possess good interpersonal skills

## **JOB DESCRIPTION/KEY RESPONSIBILITIES FOR OFFICERS**

### ***Officers Shall:-***

1. Coordinate GTU activities and programmes within their prescribed remits;
2. Submit timely Periodic Narrative Report of activities and programmes to the Deputy General Secretary (DGS) not later than the stipulated dates on their work plans;
3. Assist in the establishment and monitoring of Study Circle Clusters and meetings as may be assigned;
4. Initiate and/or support the development of proposals as and when required;
5. Ensure that all funds allocated for a programme/training are retired within 72 hours to the Finance and Administrative Officer or his or her representative;
6. Submit to the DGS requests for funding of programmes and activities through the Programme/Desk Officers for consideration;
7. Serve as focal persons for the designated Regional Committee (s);
8. Provide requisite policy and technical guidance to the RECs;
9. Provide support and advice to the Wings and RECs;
10. Collect/collate and analyse data from the regions and as may be requested;
11. Provide support to strengthen the bond between the Union and its development partners and associates;
12. Provide members with the necessary support and information on issues affecting their profession and organization;
13. Any other official duty assigned to him/her by a relevant authority