



TERMS OF REFERENCE OF NATIONAL DIRECTOR OF CARITAS GHANA

Background:

Caritas Ghana is the Charity and Development Agency of the Ghana Catholic Bishops' Conference (GCBC). It operates under the ownership of the National Catholic Secretariat (NCS) and under its physical ambit, yet as an independent Legal Entity under the Laws of Ghana and Canonical provisions. Caritas Ghana is guided by the principles of Catholic Social Teaching (CST), Caritas Confederation's Management Standards, Code of Conduct and Code of Ethics. It is a member of Caritas in the Africa Region, one of the 7 Regions of the Confederation Caritas Internationalis. Its identity is intrinsically Church-based but it acts without any discrimination based on gender, religion, ethnicity and race or social circumstances. The following are some key value considerations that underpin the work of Caritas Ghana.

- Integrity, Honesty, Sanctity of life and work, Empathy, Respect, Promote Sustainability,
- Build Families and Communities, Stewardship, Partnership, Witnessing, Justice and Peace, Respect for Human Dignity.

Caritas Ghana's principal aims and objectives include:

- To promote effective institutional structures and functioning of the Church's service of charity at National, Diocesan and Parish levels.
- To promote the Catholic Church's Socio-pastoral work as a means of expressing the Gospel message and the Social Doctrine of the Church.
- To contribute to the enhancement of the dignity of the human person, especially the poor and the marginalized through their direct empowerment and their representation where they are excluded.
- To undertake social action research as a means of improving social-service delivery.

All these are underpinned by her preferential option for the poor and the principle of subsidiarity. Caritas Ghana uses its strategic planning framework to elaborate the means of achieving its aims

and objectives (See “The Medium Term Programme Critical Pathways II- Strategic Framework 2017-2021”)

Roles and Responsibilities of the National Director:

- i. The National Director is responsible for implementing Caritas Ghana’s Strategic plan for economic management and other tasks assigned to him / her by the Board and the GCBC.
- ii. The National Director manages the General Secretariat. He or she is accountable to the Board and relates to it through the Chairman of the Board.
- iii. The National Director designs the organizational structure and the work plan of the Secretariat and submits them to the Board for approval.
- iv. The National Director provides quarterly financial statements to the Board together with all other information requested of him or her.
- v. The National Director represents Caritas Ghana in cooperation with the Chairman of the Board.
- vi. The National Director is responsible for ensuring that the entire activity of the General Secretariat corresponds to the general requirements of Canon Law and Civil Law of Ghana.
- vii. The National Director is responsible for ensuring that written correspondence is carried out in a regular and timely manner with the Episcopal Committee, Board, Members, the GCBC and the Department of Human Development at NCS.
- viii. The National Director protects and authorizes proper use of the Name and Logo of Caritas Ghana.
- ix. The National Director engages the necessary personnel for the General Secretariat, within budgetary limits, and in compliance with its Internal Policies and Global Management Standards of the Caritas Confederation. For appointments at the senior levels, he/she is to seek the approval of the Board.
- x. The National Director is appointed by the GCBC (through its President) for contract term(s) as negotiated and agreed by both parties. A formal acceptance letter is required from the National Director.
- xi. The Conditions of Service of the National Director is negotiable with the Board of Caritas Ghana and the Secretary General of the NCS.

- xii. The National Director cooperates with the Episcopal President (Chairman) in conducting relations with the GCBC and collaborates with other sectors of Integral Human Development at the NCS such as Health, Education, Social Development and Governance, Justice and Peace, all within the ambit of the Department of Human Development.
- xiii. The National Director is vested with the necessary powers and faculties to administer and manage the affairs and activity of Caritas Ghana. To file or conduct a lawsuit in a civil or canonical tribunal, or in a court of arbitration, he or she needs written authorization from the Episcopal President (Chairman) who may give the authorization after he /she in turn has received written authorization from GCBC.

Safeguarding:

Caritas Ghana undertakes “**Safe Recruitment**” as an expression of our commitment to the Safeguarding Principles of the Global Caritas Confederation and the GCBC’s Child Protection Policy. All Candidates will be checked against requirements for safeguarding and the protection of children and vulnerable adults. Appointment will be automatically revoked if any information of previous association of safeguarding abuses comes to our knowledge; even after the selection process.

The Person Specification:

- i. Possess a minimum of First Degree from a recognized University in relevant fields such as Social Studies, Business, Management, Law and Finance. A Master’s Degree will be an added advantage.
- ii. Understanding and Commitment to Catholic Social Teaching.
- iii. Management experience in preferably Civil Society or Church Structures.
- iv. Understanding and Commitment to “Duty of Care”; also called “Formation of the Heart towards Charity”.
- v. Understanding and Commitment to Fraternal Solidarity, Partnerships and Networking.

Mode of Application:

- i. Strictly online at jobs@caritas-ghana.org
- ii. Application Letter with attachment of Current Curricula Vitae (CV)
- iii. Only shortlisted candidates will be contacted.
- iv. Deadline for accepting applications is 20th JANUARY, 2022.**