# UNIVERSITY OF GHANA
## SPORTS DIRECTORATE

Ref. No.: SDI- 12 14th September 2022

The Director
HRODD
University of Ghana
Legon.

Dear Madam,

**PUBLICATION OF JOB VACANCIES AT THE SPORTS DIRECTORATE**

I send you compliment from the Sports Directorate

I write to request for the publication of job vacancies at the University of Ghana Sports Directorate.

As you may be aware, Senior Management granted the Sports Directorate the opportunity to employ some additional staff at the University of Ghana Swimming Pool for effective and efficient operation of the facility.

The Sports Directorate has come out with the write up on the job description and qualification and would need your outfit to publicize it for people to apply.

Kindly find attached the document.

Thank you for your consideration.

Yours faithfully,

**Bella Bello Bitugu**
**(Director of Sports)**

P. O. Box LG 25, Legon, Accra, Ghana.
• Telephone: +233 (0) 303 961 033 • Email: sports@ug.edu.gh • Website: www.ug.edu.gh/sports/

# VACANCIES AT THE SPORTS DIRECTORATE, UNIVERSITY OF GHANA

The University of Ghana invites applications from suitably qualified persons for the following vacant Senior and Junior staff positions in the Sports Directorate

**POSITION 1**: Lifeguard

**POSITION 2**: Swim Instructor

**POSITION 3**: Pool Maintenance Officer

## 1. DUTIES AND RESPONSIBILITIES (Lifeguard)

The Lifeguard shall be responsible for guarding lives of clients in and around the University of Ghana Swimming pool.

### KEY RESPONSIBILITIES

- Prevent accidents at the pool and rescue in case of emergencies.
- Administer CPR in times of emergencies
- Ensure proper operating conditions of all lifeguarding equipment
- Maintain discipline and order at the swimming pool
- Be of good behaviour, and should be highly professional in performing his or her roles and responsibilities
- Ensure all follow protocol, process, and procedure regimes at the pool

### QUALIFICATIONS

The successful applicant must have:

- SSCE/WASSCE/JHS Certificate
- A valid Lifeguard Certificate from a recognised institution
- A minimum of 2 years working experience.

## 2. DUTIES AND RESPONSIBILITIES (Swim Instructor)

The Swim Instructor shall be responsible for giving lessons to children and adults at the University of Ghana Swimming pool

### KEY RESPONSIBILITIES

- Providing high standard swimming lessons to clients.
- Planning and implementation of specialised lessons for people with special needs
- Administering CPR in times of emergencies
- Knowledge of lifeguarding in pools will be an added advantage
- Advice clients on matters related to swimming

**QUALIFICATIONS**

The successful applicant must have:

- Minimum of SSCE/WASSCE/JHS
- A certificate in Swim Coaching and/or Swim Instructing from a recognised institution.
- A certificate in CPR or Lifeguarding will be an added advantage
- A minimum of 2 years working experience.

3. **DUTIES AND RESPONSIBILITIES (Pool Maintenance Certificate)**

The Pool Maintenance Officer shall be responsible for the day-to-day maintenance of the University of Ghana Swimming

**KEY RESPONSIBILITIES**

- Testing, Balancing and Application of swimming pool chemicals to the pool water
- Operating the filtration system
- Treating and vacuuming the swimming pool
- Cleaning and general maintenance

**QUALIFICATIONS**

The successful applicant must have:

- SSCE/WASSCE/JHS Certificate
- Must have knowledge of the various swimming pool chemicals and their application processes
- A valid Lifeguard Certificate from a recognised institution
- A minimum of 2 years working experience.

**METHOD OF APPLICATION**

An applicant is required to submit the complete application dossier to the Senior Assistant Registrar, University of Ghana Sports Directorate, P. O. Box LG 25, Legon, Accra, Ghana (Hardcopy)

The application pack should contain the following:

- Completed application form for Senior and Junior Staff
- A cover letter expressing interest
- A detailed curriculum vitae
- Copies of relevant academic and/or professional certificates.

Only shortlisted candidates will be contacted.

For further information contact:

The Senior Assistant Registrar
University of Ghana Sports Directorate
Email: aamissare@ug.edu.gh

Tel: 0543563856