



# Vacancy Announcement – Internal/External

**Position: President, YMCA Polytechnic College**

## **BRIEF HISTORY OF THE COLLEGE**

The YMCA Polytechnic College (Y-Tech) was established in July 2019. It builds on the YMCA Computer Training Program, which is being upgraded to a college to grant diploma and subsequently offer Associate and Full Degrees in various professional areas, upon licensing by the National Commission on Higher Education.

**The Professional Certificates in various Disciplines** is therefore designed to accommodate secondary (high) school graduates, College drop outs and above. As a faith-based youth centered College, the Y-Tech shall uphold the virtues of excellence, expectancy, accountability, responsibility and the integrity of character. Its social change program is a follow-up value-addition approach to encouraging would-be graduates to up-grade their skills, level to level while scaling heights. Like a dedicated Bull, Y-Tech Students shall be made able to labor (Psalms 144v14).

## **VISION STATEMENT**

Empowering young people with value-based quality, relevant and affordable technical, vocation and professional education and training to become competent, confident, and credible agents of change in their communities.

## **MISSION STATEMENT**

The YMCA Polytechnic College seeks to empower the mind, the hands and the character of young people from all walks of life, providing them career development opportunities and mentoring them for self-actualization, professional work, relevant community service and effective nation building, challenged by a love for family and guided by the fear of God.

## **Job Role/Position Summary**

<b>JOB TITLE:</b> President	<b>OFFICE:</b> General Administration	<b>DEPARTMENT:</b> Administration	<b>SUPERVISOR:</b> Board Chairman
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**SUMMARY OF DUTIES:** The President shall serve as the principal Administrator and shall be responsible to provide leadership, general supervision, management and control of the operations of the College on a day-to-day basis in accordance with the plans and policies approved by the Board; to provide overall leadership and vision in developing the tactics and plans necessary to realize objectives; and to manage the College to ensure annual plans are effectively implemented, the results are monitored and reported to the Board, and financial and operational objectives are attained.

The President is appointed by and reports to the Board of the YMCA Polytechnic and shall maintain effective communication inline with the Board and/or through the Board Chair.

## **RESPONSIBILITY DETAILS:**

1. Lead and manage the College within parameters established by the Board.
2. Develop and recommend the Service Plan to the Board consistent with the Mission, Vision and Values of the College and the YMCA national movement. This shall include updating and making changes as required, and involving the Board in the early stages of developing the service plan.
3. Develop for Board approval and successfully implement the corresponding annual business plan, operating and capital budgets. Review and report regularly to the Board on the overall progress and results against operating and financial objectives and initiate courses of action for improvement.

4. Develop ongoing operating forecasts of revenue, expenditures, operational results, and financial performance. These forecasts serve as operating and financial guidelines and do not require Board approval.
5. Keep the Board fully informed of all significant operational, financial and other matters relevant to the College. This includes external items emanating from the YMCA National Secretariat and stakeholders.
6. Authorize the commitment of funds against capital and operating plans.
7. Authorize commitment of corporate resources. Enter into agreements, contracts, leases, etc. in the ordinary course of business, in order to pursue the approved plans, and objectives of the College, provided however, that all commitments, exposures, and risks shall be reported to the Board on a regular and timely basis.
8. Identify the principal risks of the College's business and implement appropriate systems to manage these risks.
9. Review the College's broad compensation strategy and philosophy with the Board.
10. Review compensation plans for senior management with the Board including salary, incentive, benefit and pension plans.
11. Develop and maintain a sound, effective organization structure, and ensure capable management succession, and progressive employee training and development programs.
12. Annually establish and maintain a Board approved plan for senior management development and succession.
13. Provide the Board, at Board and committee meetings, with exposure to the College's key management.
14. Ensure that employees have their responsibilities and authorities clearly established.
15. Establish effective control and co-ordination mechanisms for all operations and activities. Ensure the integrity of the internal control and management systems.
16. Ensure effective communications and maintain appropriate relationships with the YMCA National Secretariat and stakeholders.
17. Ensure that all reporting requirements to the YMCA National Secretariat are met in a timely and appropriate manner.
18. Manage and oversee the required interfaces between the College and the YMCA National Secretariat and stakeholders and act as the principal spokesperson for the College.
19. Ensure the safe, efficient operation of the College.
20. Ensure all operations and activities of the College are conducted in accordance with laws, regulations, the YMCA's Code of Conduct and Conflict of Interest Guidelines, sound business practice and in accordance with the policies and practices approved by the Board.
21. Foster a corporate culture that promotes ethical practices and encourages individual integrity and social responsibility.
22. Obtain Board approval prior to acceptance of significant public service commitments and/or outside Board appointments.

**Minimum Position Qualification Requirement:**

To qualify to hold the Office of President, the aspirant must have had at least five years of experience working with administration, governance and students affairs. Knowledge of the YMCA is an added advantage. A holder of this office shall have a minimum of PhD in Education, Public Administration, Management, Sociology or related disciplines.

**Deadline:**

The deadline for submission of All applications is March **31, 2023 at 5:00 P/M.**

Note: **Please EMAIL All applications and Supporting Documents including CV to:**  
**[application@ymca.org.lr](mailto:application@ymca.org.lr)**