

EDITORS FORUM

ORGANIZATION AND ADMINISTRATION DEPARTMENT

The Organization and Administration department is central to the smooth operation of the Ghana National Association of Teachers. The Department basically has three major functions

These are

- i) Management
- ii) Administrative; and
- iii) Organizational Functions

The Mission statement of GNAT states among other things that, “We greatly value our employees and strive to offer them the best conditions of service so as to attract, recruit, develop and retain them. Our employees use the most cost-effective and efficient work processes to attain our organizational goals. We operate with a spirit of teamwork in a motivating work environment. We provide competent, just and ethical management.

1. MANAGEMENT FUNCTION

a. Personnel Management

In consonance with our Mission Statement, the Organization and Administration Department is responsible for appointments into the Associations. All vacancies are advertised in the National Dailies. Applications are then invited and shortlisted. Applicants are then invited to go through an interview process and the appointment made.

Promotions of the Teaching Staff in the GNAT are taken with the Ghana Education Service up to the Deputy Director grade. Promotions of the Non-teaching Staff are done through interview and written examination with the Public Services Commission but Management has the prerogative to promote staff based on long service and dedication to duty.

At the moment, we are patronizing the sandwich Diploma programme in Labour Studies by the University of Cape Coast under the auspices of the Ghana Trade Union Congress. Every year, at least two members of staff are fully sponsored for the programme. We do hope to reorganize the sponsorship, so that it will be even more beneficial to the Association.

b. Control And Supervision of Staff

Staff members are directly supervised by heads of units. The labourers and cleaners, for example, are supervised by the Housekeeper and watchmen are directly supervised by the Housekeeper and watchmen are directly supervised by the Chief Security officer. The Head of Administration, therefore, coordinates with these heads of units. Sometimes he has to do direct supervision. During weekends and on holidays, he comes to find out if the security men are at post.

We believe that in the near future, we should install a machine so that workers can key in and key out as is now the case at the Controller and Accountant Generals Department.

c. Maintenance of Staff Records and Data

The Organization and Administration Department has built a staff record of all GNAT employees: teaching and non-teaching. This is on computer and it is easy to now find out information on every staff members. Presently, for example, we have been able to give Management information on staff retirement up to 2012. This will help Management take decision on recruitment, transfers, training, etc.

Up till date, we had no files on the GNAT employees in the regions. We are now opening files on every employment on the payroll of the Association

Personal files that have been opened are under lock and key and under lock and key under the supervision of the Private Secretary to the General Secretary. General files are in a Records Room and controlled by the Administrative Assistant. We have also opened a modern Archives room, where we keep closed files and records

2. ADMINSTRATIVE FUNCTIONS

As the head of Administration, we also have to deal with correspondence from staff and various publics. We endeavor to deal with these correspondences as expeditiously as possible. We hope to improve on this a lot more, with the provision of computers and fax machines.

As to the maintenance of moveable and immovable property and repairs of equipment, a professional Estate Officer has been appointed and he reports directly to the General Secretary. Mr. Sampson W. Yenu has also been made responsible for the maintenance and controlled of the Association's vehicles.

3. ORGANISATIONAL FUNCTIONS

Organizational and Administration Department also oversees the smooth functioning of the Regional and District Secretariats. Consequently, we see to make transfer of staff where we think to make transfer. We also advise the field officers on their operations.

We expect that Regional Secretaries will send regular reports on the happening in their districts. This is the only way we can know the challenges and problems that requires in the smooth running of the Association and in achieving organizational goals and objectives.

The department will continue to liaise with other department heads and Management in the continuous smooth organization and administration of the Association. We also hope to get the co-operation of all stakeholders in GNAT in building the Association into a formidable one. In all this ask for the continued blessing of the Almighty One for better days ahead.

Peace Profound

Submitted by

CHARLES B. KALA

HEAD: ORGANISATION & ADMINSTRATION

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