



# KOMFO ANOKYE TEACHING HOSPITAL



## VACANCY ANNOUNCEMENT: DEPUTY DIRECTOR OF PUBLIC AFFAIRS

**Location:** Kumasi, Ghana

**Position Type:** Full-Time (4-Year Fixed-Term Contract)

**Reporting To:** Chief Executive Officer

**Closing Date:** 31st August, 2026.

### About Komfo Anokye Teaching Hospital

Komfo Anokye Teaching Hospital (KATH) is a premier, tertiary-level public healthcare institution of excellence mandated under the Ghana Health Service and Teaching Hospitals Act, 1996 (Act 525) to provide advanced level healthcare, training, and research through an essentially paperless operational system.

We are currently seeking a highly motivated, visionary, and suitably qualified professional to fill the critical role of **Deputy Director of Public Affairs**.

### Job Purpose

To strategically project a positive corporate image of the hospital, manage media relations, and align the concerns and expectations of clients, staff, and the general public.

### Key Duties and Responsibilities

- ☑ Oversee the day-to-day administration and operations of the Public Affairs Unit.
- ☑ Develop, execute, and evaluate comprehensive corporate public relations policies, communication strategies, and public initiatives.
- ☑ Serve as the official media liaison for the hospital, managing media inquiries and cultivating positive relationships with media outlets.
- ☑ Collaborate closely with the ICT Unit to routinely maintain and dynamically update the hospital's official website.
- ☑ Proactively gather internal intelligence regarding the key concerns of staff and directorates to alert management promptly.
- ☑ Deploy proactive crisis communication measures to avert adverse publicity and manage institutional reputational risks.
- ☑ Coordinate the production and distribution of the hospital newsletter, annual corporate literature, and promotional materials.
- ☑ Facilitate the organization of institutional events, protocols, guest services, and corporate social responsibility (CSR) programmes.
- ☑ Coordinate the public relations and logistics activities of visiting foreign medical missions.

### Eligibility Criteria & Experience

- ☑ Senior Professional on the payroll of Government of Ghana, at a rank not below Principal officer.
- ☑ Postgraduate qualification in Public Relations, Communication Studies, or a related field, with a minimum of twelve (12) years of working experience in a supervisory public relations role (five [5] years of which must be within the health sector) Or

- ☑ Bachelor's degree in Public Relations or Communication Studies with a minimum of fifteen (15) years of working experience in corporate affairs/PR in a supervisory position ten (10) years of which must be within the health sector.
- ☑ Active membership in the Institute of Public Relations (IPR) and/or the Ghana Journalists Association (GJA) or Professional Linguistics is highly advantageous.

### Shared Core Skills, Abilities, and Personal Attributes

Candidates applying for the position must demonstrate:

- ☑ Exceptional written, verbal, and technical report-writing skills.
- ☑ Proven leadership ability to manage multi-disciplinary teams under pressure and hit strict targets.
- ☑ Advanced computer literacy, problem-solving capabilities, and proactive initiative.
- ☑ High emotional maturity, self-discipline, innovativeness, and unyielding professional integrity.

### Tenure and Age Limit Requirements:

- ☑ The appointment is for a fixed term of four (4) years.
- ☑ Applicants must be able to complete the full four-year term before reaching the statutory retirement age.

### Mode of Application

Qualified individuals should submit a comprehensive application package consisting of seven (7) copies:

1. A formal application letter.
2. Detailed and up-to-date Curriculum Vitae (CV).
3. Contact details of three (3) professional referees willing to provide confidential performance reports.
4. A Vision Statement for the role, not exceeding 1,200 words.

**Please Note:** Only shortlisted candidates will be contacted for an interview.

Applications must reach the administrative address below no later than **31st August, 2026**.

**The Chief Executive Officer  
Komfo Anokye Teaching Hospital  
P.O. Box 1934 Kumasi, Ghana**

**DR. (Med) PAA KWESI BAIDOO  
(CHIEF EXECUTIVE OFFICER)**