

# **THE WEST AFRICAN EXAMINATIONS COUNCIL, ACCRA**



## **VACANCY ANNOUNCEMENT**

The West African Examinations Council, a sub-regional organization responsible for the conduct of various examinations in the English-speaking West African countries, invites applications from suitably qualified persons to fill the under-mentioned vacant positions in its Ghana National Office.

### **POSITIONS:**

#### **(1) HUMAN RESOURCE OFFICER (ASSISTANT REGISTRAR II)**

##### **Specific Duties and Responsibilities**

The successful applicant will be required to perform the following duties among others:

- Assist in the formulation and implementation of Human Resource policies and programmes.
- Assist in the handling of staff development and management issues.
- Co-ordinate Human Resource matters relating to employees' records.
- Co-ordinate staff performance management processes.
- Preparation of Human Resource Management reports.

##### **ELIGIBILITY CRITERIA**

###### **Qualification**

Applicants must hold a good First Degree (Minimum, Second Class Lower) in Business Administration (Human Resource Management option) or a related field of study from a recognized University. Any additional certification in a relevant area will be an added advantage.

###### **Experience**

Applicants must have at least three (3) years relevant post qualification work experience in a reputable institution.

###### **Key Competencies**

- Strong background knowledge in all key Human Resource Management and Development domains.
- In depth organisational skills in implement Human Resource policies and procedures.
- Appreciable understanding of ICT and proficiency in the use of MS Office Suite
- Considerable interpersonal skills and a team player.
- Self motivated and able to work with little or no supervision
- Good report writing, analytical and communication skills.
- High integrity, confidentiality and reliability.

## **Age**

Applicants must not be more than forty (40).

## (2) **NETWORK ADMINISTRATOR (ASSISTANT REGISTRAR II)**

### **Specific Duties and Responsibilities**

The successful applicant will be required to perform the following duties among others in the Information and Communication Technology Division (ICTD).

- Isolate network anomalies and then coming up with corrective plans.
- Create high-level and detailed maps of network and other infrastructure systems.
- Support network installations in local, national and international locations.
- Oversee the day-to-day operations of computer networks
- Report network failures and degradations to technical control centers.
- Perform the daily monitoring of the networks health and status.
- Carry out router and switch configurations.
- Providing technical assistance and support to staff, administrators and end users.
- Configure and set up Cisco Firewalls and participate in multiple IT projects.
- Maintain LAN user documentation.
- Establish and maintain user accounts, profiles, file sharing, access privileges and security.

### **ELIGIBILITY CRITERIA**

#### **Qualification**

Applicants must hold a good First Degree (Minimum, Second Class Lower) in Computer Science or a related field of study from a recognized University. Any additional certification in a relevant area will be an added advantage.

#### **Experience**

Applicants must have at least three (3) years relevant post qualification experience in a reputable institution.

#### **Key Competencies**

- Ability to read, analyze and interpret technical instructions and manuals.
- Knowledge of Network Security and Microsoft Exchange administration.
- Able to ensure a high level of customer satisfaction.
- Comprehensive understanding of Local Area Networking.
- Strong planning and organizational skills.
- Ability to communicate in an understandable, polite and friendly manner.

## **Age**

Applicants must not be more than forty (40).

### (3) **APPLICATION PROGRAMMER (ASSISTANT REGISTRAR II)**

#### **Specific Duties and Responsibilities**

The successful applicant will be required to perform the following duties among others:

- Develop, support, maintain and test software applications.
- Design, develop and implement various business-related applications.
- Implement specific initiatives and projects.
- Ensure implementation of software applications.
- Develop and implement data migration and or data interface processes.
- Troubleshoot and debug applications.
- Evaluate existing applications to reprogramme, update and add new features.
- Develop technical documents and handbooks to accurately represent application design and code.

#### **ELIGIBILITY CRITERIA**

##### **Qualification**

Applicants must hold a good First Degree in Computer Science or a related field of study from a recognized University (Minimum, Second Class Lower). Any additional certification in a relevant area will be an added advantage.

##### **Experience**

Applicants must have at least three (3) years relevant post qualification experience in a reputable institution.

##### **Key Competencies**

- Ability to recognize the needs of customers and create new applications that answer that need.
- Adept in computer languages and must have good technical knowhow.
- Creative to invent new ways of approaching problems and developing innovative applications.
- Strong organisation and decision making skill to ensure all applications function together to move projects forward
- Demonstrating leadership ability.
- Good organizational and co-ordination skills and be a result oriented person.
- Excellent communication and interpersonal skills to deal with coders, teammates and managers.

## **Age**

Applicants must not be more than forty (40) years.

## (4) **PUBLIC AFFAIRS OFFICER (ASSISTANT REGISTRAR II)**

### **Specific Duties and Responsibilities**

The successful applicant will be required to perform the following duties among others:

- Develop Public Relations strategies and campaigns to ensure effective communication between the organization and its publics.
- Analyse media content and respond accordingly
- Liaise with the media and address all media enquires.
- Arrange for publication/advertisements in the media.
- Produce the office newsletter and other publications.
- Organise functions and other activities.
- Write speeches for various functionaries.
- Manage the Council's social media platform.

## **ELIGIBILITY CRITERIA**

### **Qualification**

Applicants must hold a good First Degree (Minimum, Second Class Lower) in Public Relations, Mass Communications or a related field of study from a recognized University. Any additional certification in a relevant area will be an added advantage.

### **Experience**

Applicants must have at least three (3) years relevant post qualification work experience in a reputable institution.

### **Key Competencies**

- Excellent communication skills (Oral and written)
- Proficient in MS Office suite and high capability in handling social media content
- Excellent organizational skills.
- Must be creative and have good presentation skills
- Good interpersonal skills.

## **Age**

Applicants must not be more than forty (40) years.

## (5) **MARKETING OFFICER (ASSISTANT REGISTRAR II)**

### **Specific Duties and Responsibilities**

The successful applicant will be required to perform the following duties among others:

- Conduct market research to identify opportunities for promotion and growth.
- Develop and implement marketing strategies to raise awareness of services provided.
- Create and publish all marketing material in line with marketing plans.
- Responsible for brand management and corporate identity.
- Prepare online and print marketing campaigns.

### **ELIGIBILITY CRITERIA**

#### **Qualification**

Applicants must hold a good First Degree (Minimum, Second Class Lower) in Marketing or a related field of study from a recognized University. Any additional certification in a relevant area will be an added advantage.

#### **Experience**

Applicants must have at least three (3) years relevant post qualification work experience in a reputable institution.

#### **Key Competencies**

- Strong background and knowledge in all key marketing and sales domains.
- Proficient in MS Office suite and high capability in handling social media content.
- Ability to write good reports and work with little or no supervision.
- Self-motivated and willing to work extra hours.
- Must also have good interpersonal, analytical and communication skills.

## **Age**

Applicants must not be more than forty (40) years.

(6) **PRINTING OFFICER (ASSISTANT REGISTRAR II)**

**Specific Duties and Responsibilities**

The successful applicant will be required to perform the following duties among others:

- Inspect materials, products or equipment to detect defects or malfunctions.
- Calculate labour and equipment requirement and production specifications using standard formulae.
- Assist in the supervision of production processes, quality assurance and techniques for maximizing the effective manufacture and distribution of goods.
- Plan and establish work schedules, assignments and production sequence to meet production targets.

**ELIGIBILITY CRITERIA**

**Qualification**

Applicants must hold a good First Degree (Minimum, Second Class Lower) in Publishing Studies or any related area from a recognized University. Any additional certification in a relevant area will be an added advantage.

**Experience**

Applicants must have at least three (3) years relevant post qualification work experience in a reputable institution.

**Key Competencies**

- Team player.
- Good interpersonal and communication skills.
- High sense of integrity.
- Good analytical skills.
- Ability to work under pressure.
- Computer literate with sound knowledge in print production schedules and specifications.

**Age**

Applicants must not be more than forty (40) years.

(7) **LEGAL OFFICER (ASSISTANT REGISTRAR II)**

**Specific Duties and Responsibilities**

The successful applicant will report to the Head of the Legal Unit and will be required to perform the following duties among others:

- Draft/review contracts and other legal documents.
- Conduct research on legal issues.
- Representing the Council in court and before quasi-judicial bodies.
- Serve as a member of staff Investigation Committees.
- Providing support to the Head of the Legal unit and other divisions/departments to achieve the Council's objectives.
- Performing other duties that may be assigned.

**ELIGIBILITY CRITERIA**

**Qualification**

Applicants must hold a good First Degree (Minimum, Second Class Lower) from a recognized University, professional qualification in law and be a practicing advocate in Ghana.

**Experience**

Applicants must have at least three (3) years relevant post qualification work experience in a reputable institution.

**Key Competencies**

- High sense of integrity, confidentiality and reliability.
- Very meticulous with excellent writing skills.
- Demonstrable leadership ability, results-oriented and a team player.
- Computer literacy.
- Good organizational and co-ordination skills.
- Excellent communication and interpersonal skills.
- Clear understanding of the mandate of the Council and conversant with the WAEC Laws.

**Age**

Applicants must not be more than forty (40).

(8) **ASSISTANT REGISTRAR (II)**

**SUBJECT AREAS:**

- Secretaryship & Management Studies
- Psychology
- Music
- Electronics/Applied Electricity
- Arabic/Islamic Religious Studies
- Mathematics/Statistics

**Specific Duties and Responsibilities**

Successful applicants will be assigned duties in the Test Development or Test Administration Divisions.

**ELIGIBILITY CRITERIA**

**Qualification**

Applicants must hold a good First Degree (Minimum, Second Class Lower) in any of the above subject areas from a recognized University.

**Experience**

Applicants must have at least three (3) years relevant post qualification teaching experience in a reputable institution. Any additional certification in a relevant area will be an added advantage.

**Key Competencies**

- Result-oriented and with unquestionable integrity, confidentiality and reliability.
- Excellent communication and interpersonal skills.
- Team player with the ability to build and maintain credible working relationships.
- Be computer literate with typing skills.
- Good leadership ability.
- Great organisational and decision making skills.

**Age**

Applicants must not be more than forty (40).



## **MODE OF APPLICATION**

Interested Applicants are requested to pick application forms from the Council's Headquarters at Okponglo, adjacent to National Identification Authority, around Tetteh Quarshie Interchange, Accra OR the Ghana National Office, near the Ridge Hospital.

Candidates may also download Application Forms from the Council's website at the following address: [www.waeheadquartersgh.org](http://www.waeheadquartersgh.org)

Completed application forms should be submitted not later than **14<sup>th</sup> March, 2019** to the following address:

**The Registrar  
Thru' Head of National Office, WAEC, Ridge  
The West African Examinations Council,  
Headquarters  
P. O. Box 125  
Accra**

**Attention: Deputy Director, HRM, Headquarters, Accra**

**Please Note:** Only shortlisted candidates will be contacted.