

The West African Examinations Council invites applications from suitably qualified persons to fill vacant positions at its Headquarters Office in Accra, Ghana.

### **1. POSITION: ADMINISTRATIVE OFFICER II**

The successful candidate will perform a wide variety of professional level administrative duties involving budgets, policies, procedures, organisation, planning, contracts, facilities, equipment, supplies, personnel and special projects.

#### **Duties and Responsibilities**

- Assisting in the day-to-day running of the Department.
- Ensuring the safety and security of office properties and documents.
- Responsible for insurance, legal, safety, and other compliance requirements.
- Preparing reports on key activities/events in the Department.
- Supervising the functions of some categories of staff in the Department.
- Preparing Minutes of Meetings and Matters Arising there from and dealing with specific correspondence and documentation as and when required.
  - Consulting, researching, negotiating and monitoring contracts and agreements with suppliers, service providers, leasing agents and others.
  - Representing the Department on Committees and task forces for the development, scheduling, implementation and monitoring of programmes and projects.
  - Implementing and monitoring support services to other Departments.
  - Any other duty that may be assigned by the Director of Administration.

## **Qualification and Experience**

Applicant must:

- possess five (5) credits in WASSCE/GCE “O” Levels including English language and Mathematics at a sitting, or six (6) credits at not more than two (2) sittings including English Language and Mathematics;
- possess a Bachelor of Arts or Science degree (Minimum, Second Class Lower);
- have at least three (3) years post qualification experience in a reputable organisation;
- not be more than forty (40) years.

## **2.0 SENIOR HUMAN RESOURCE DEVELOPMENT OFFICER I (TRAINING)**

### **DUTIES AND RESPONSIBILITIES**

The successful candidate will work under the supervision of the Head of HRM in ensuring that all activities relating to training and development are carried out successfully. The incumbent shall perform the following duties among others:

- Responsible for identifying training needs of all international staff of the Council
- Identifying and developing appropriate training programmes
- Determining training methodology and evaluate the effectiveness of training programmes
- Coordinating all training activities and preparing training reports
- Perform other Human Resource Management functions

## **QUALIFICATION AND EXPERIENCE**

- Applicants must possess a good University degree (at least Second Class Lower Division) in the Humanities/Arts, Social Sciences. A Master's degree in Human Resource Management and Development and membership of a recognized relevant professional body will be an added advantage.
- Applicants must possess five (5) credits in WASSCE/GCE "O" Levels including English language and Mathematics at a sitting, or six (6) credits at not more than two (2) sittings including English Language and Mathematics.
- Applicants must have not less than nine (9) years of experience in Human Resource Management and must have experience in the field of training.
- Applicant must not be more than forty-five (45) years at the time of applying.

## **DESIRABLE ATTRIBUTES**

- Have strong background and knowledge in all key Human Resource Management and development domains

- Have high proficiency in computer applications (e.g Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Internet skills)
- Have good interpersonal skills and be a team player
- Have good writing, analytical and communication skills

### **3. POSITION: RESEARCH OFFICER II (Ghanaians Only)**

#### **DUTIES AND RESPONSIBILITIES**

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

- Collaborating with team members to identify project goals, research methods, variables, and other test parameters
- Identifying data collection methods and offer recommendations on evaluating the project
- Developing research work plans according to project needs
- Formulating research schedules to monitor the activities of ongoing research
- Reviewing gathered research and analysing various sets of data
- Interpreting data and writing reports on key activities in the Department
- Analysing and resolving research issues in a timely and accurate manner
- Perform day-to-day supervision of some categories of staff in the Research Unit
- Preparing Minutes of Meetings and matters arising there from and dealing with specific correspondence and documentation as and when required
- Assisting in the maintenance of research database.

#### **Qualification and Experience**

Applicant must:

- possess five (5) credits in WASSCE/GCE “O” Levels including English Language and Mathematics at a sitting, or six (6) credits at not more than two (2) sittings including English Language and Mathematics;
  - possess a Bachelor degree (Minimum, Second Class Lower) and Masters in Education from a recognised University;
  - have at least three (3) years post qualification experience in a reputable Institution;
  - not be more than forty (40) years.
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## MODE OF APPLICATION

Interested candidates are requested to pick application form from WAEC Headquarters Office Complex, Shiashe, Accra or **download an application form from the Council’s website** at <http://www.waecheadquartersgh.org>.

**The completed Application Form should be submitted not later than April 30, 2022, and addressed to:**

**The Registrar  
The West African Examinations Council**

**Headquarters  
Nelson Mandela Avenue, Off Gulf Street  
Okponglo, Accra**

**Attention: Director, HRM**

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