



## THE WEST AFRICAN EXAMINATIONS COUNCIL HEADQUARTERS, P. O. BOX GP 125, ACCRA, GHANA

### VACANCY ANNOUNCEMENT FOR THE POSITION OF REGISTRAR TO COUNCIL

The West African Examinations Council (WAEC), an international organisation responsible for conducting various examinations in The Gambia, Ghana, Liberia, Nigeria and Sierra Leone invites applications from suitably qualified nationals of member countries for the position of **REGISTRAR to Council**. The position will become vacant with effect from October 1, 2026.

#### TENURE

The Registrar is appointed on a contract for a term of five (5) years, renewable for a maximum of two (2) additional years.

#### ACADEMIC QUALIFICATIONS

- A First Degree from a recognised university (not below Second-Class Lower Division or its equivalent).
- A Master's Degree in Educational Measurement and Evaluation or Educational Administration will be an added advantage.

#### EXPERIENCE

- Significant training and work experience in administration, preferably within an educational setting.
- A minimum of fifteen (15) years relevant post-qualification experience, including at least six (6) years in a managerial or leadership position in a comparable testing or assessment organisation.
- Must currently hold a position not below the rank of Director or its equivalent.

***Note:** Serving officers of the Council must not be below the rank of Deputy Registrar.*

#### AGE LIMIT

Applicants must not be more than fifty-eight (58) years old at the time of assuming duty.

#### REQUIRED SKILLS & COMPETENCIES

- Excellent managerial and interpersonal skills, with the capacity to lead any assessment operations area.

- Thorough understanding of the Council's operations and management.
- In-depth knowledge of the education sector in member countries, including examination systems and assessment methodologies.
- Ability to develop and implement long-term strategic plans aligned with the Council's mission and vision.
- Forward-thinking, with a willingness to adopt innovative technologies and approaches in examinations and assessments.

#### DUTIES

The Registrar serves as the Chief Executive Officer of the Council, providing administrative leadership, overseeing policy implementation, and ensuring the effective execution of WAEC's mandate across the member countries.

#### SALARY & BENEFITS

The salary for this position is highly competitive and compares favourably with those offered to Chief Executives of other inter-governmental organisations in the sub-region.

#### Fringe benefits include:

- Free accommodation
- Official chauffeur-driven vehicle
- Expatriate allowance
- Education allowance (for up to four children who are in educational institutions)
- Provision of domestic staff
- Paid annual leave

#### DUTY STATION

The successful candidate will be based at the **WAEC Headquarters, Accra, Ghana.**

#### METHOD OF APPLICATION

Interested and qualified candidates should apply online via the following link:

<https://forms.office.com/r/VZt7M5gpXz>

**Closing Date: Tuesday, September 30, 2025, at 10:00 GMT.** Only shortlisted candidates will be contacted and invited for an interview.

**The Chairman**  
The West African Examinations Council  
P. O. Box GP 125  
Headquarters.  
Accra, Ghana