THE WEST AFRICAN EXAMINATIONS COUNCIL (WAEC)
VACANCY ANNOUNCEMENT

The West African Examinations Council invites applications from qualified persons to fill the under-mentioned vacant positions in the Ghana National Office.

POSITIONS:

(1) ESTATE OFFICER (ASSISTANT REGISTRAR I)

Specific Duties and Responsibilities

The successful applicant will be required to perform the following duties among others in the Estate Department

- Assist in the administration and management of all Council's fixed and moveable properties.
- Inspect properties for rental purposes and advising on rent to be paid.
- Manage assets register of the Council's moveable and immovable properties.
- Assist in project management and oversight of renovation works.

Eligibility Criteria

Qualification

Applicants must possess a WASSCE/SSSCE/GBCE/GCE Ordinary Level certificate with credits in at least five (5) subjects, including English Language and Mathematics

AND

a First Degree in Land Economy or Estate Management (Minimum, Second Class Lower) and must be a member of the Ghana Institution of Surveyors. Any additional certification in a relevant area will be an added advantage.

Experience

Applicants must have at least five (5) years relevant post qualification experience in a reputable institution.

Key Competencies

- Appreciable level of computer literacy.
- Good human relation skills.
- Good analytical skills.
- Good writing and communication skills.
- High sense of integrity.
- Ability to work under pressure.

Age

Applicants must not be more than forty (40) years old at the time of applying.

(2) ACCOUNTANT (ASSISTANT REGISTRAR II)

Specific Duties and Responsibilities

The successful applicant will be required to perform the following duties among others in the Finance Division

- Assist in the preparation of budgets, financial and cost analysis.
- Analyse revenue and expenditure trend and recommend appropriate budget controls.
- Resolve accounting discrepancies.
- Supervise the input and handling of financial data and reports for the Council.
- Interact with Internal and External Auditors in completing audit.

Eligibility Criteria

Qualification

Applicants must possess a WASSCE/SSSCE/GBCE/GCE Ordinary Level certificate with credits in at least five (5) subjects, including English Language and Mathematics

AND

a First Degree in Business Administration, Accounting Option (Minimum, Second Class Lower) or Bachelor of Commerce and literate in an accounting software.
An additional professional qualification would be an added advantage.

Experience

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

Key Competencies

- Good analytical skills.
- High sense of integrity.
- Ability to work under pressure.
- Be a good team player.
- Result Oriented.

Age

Applicants must not be more than forty (40) years old at the time of applying.

(3) APPLICATION PROGRAMMER (ASSISTANT REGISTRAR II)

Specific Duties and Responsibilities

The successful applicant will be required to perform the following duties among others in the Information Communication Technology Division

- 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 possess a WASSCE/SSSCE/GBCE/GCE Ordinary Level certificate with credits in at least five (5) subjects, including English Language and Mathematics

AND

a First Degree in Bsc. 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 those needs.
- Adept in computer languages and must have good technical know-how.

- Creative to invent new ways of approaching problems and developing innovative applications.
- Strong organisation and decision-making skills to ensure all applications function together to move projects forward.
- Ability to demonstrate leadership.
- Good organisational 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 old at the time of applying.

(4) SYSTEMS ANALYST (ASSISTANT REGISTRAR I)

Specific Duties and Responsibilities
The successful applicant will be required to perform the following duties among others in the Information Communication Technology Division
- Produce specifications for new systems/modified systems.
- Analyse and create test and develop specification requirements for programmers.
- Liaising with other Application Programmers and users to produce new systems.
- Implementing new systems.
- 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 possess a WASSCE/SSSCE/GBCE/GCE Ordinary Level certificate with credits in at least five (5) subjects, including English Language and Mathematics

AND

a First Degree in Bsc. 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 five (5) years relevant post qualification experience in a reputable institution.

Key Competencies
- Should have in-depth knowledge in IBM Iseries environment.
- Ability to develop, support and troubleshoot all BRM's (Back up, Recovery and Media services) tape backup strategies.
- Ability to act as visionary and strategist for Iseries administration/troubleshooting
- Ability to create and maintain documentation as it relates to system configuration, mapping, processes and service records.
- Excellent communication and interpersonal skills to deal with coders, teammates and managers.

Age
Applicants must not be more than forty (40) years old at the time of applying.

(5) ASSISTANT REGISTRAR II

SUBJECT AREAS:
- French
- Christian Religious Studies
- Gonja/Kasem
- Nzema
- Arabic & Islamic Religious Studies
- Electronics/Applied Electricity
- Metalwork
- Statistics & Computer Science
- Business Management
- Information & Communication Technology
- Economics

Specific Duties and Responsibilities
Successful applicants will be assigned duties in the Test Development or Test Administration Division.

Eligibility Criteria

Qualification
Applicants must possess a WASSCE/SSSCE/GBCE/GCE Ordinary Level certificate with credits in at least five (5) subjects, including English Language and Mathematics
AND

a good First Degree (Minimum, Second Class Lower) in any of the above subject areas from a recognized University. A certificate in Education would be an added advantage.

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) years old at the time of applying.

Please Note: All Applicants must be physically and medically fit and of good character.

Remuneration
The salary and conditions of service are highly competitive.

MODE OF APPLICATION
Interested Applicants may apply from the Council's website at the following address: www.waecgb.org
Please Note: Only shortlisted candidates will be contacted.
Deadline for submission of applications is 18th September, 2020.