

THE WEST AFRICAN EXAMINATIONS COUNCIL, HEADQUARTERS



INTERNAL VACANCY

The West African Examinations Council invites applications from suitably qualified serving staff to fill a vacant position at its Headquarters Office in Accra, Ghana.

PRINCIPAL PUBLIC AFFAIRS OFFICER

DUTIES AND RESPONSIBILITIES

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

- Act as Secretary to the Registrar's Planning and Coordinating Committee
- Writing of reports and speeches for various functionaries
- Facilitating the exchange of information and ideas of all stakeholders related to the core functions of the Council
- Responsible for the production of WAEC Annual Reports and Publishing of Endowment Fund Lectures
- Responsible for developing and implementing effective information and communications technological systems for the Headquarters
- Providing leadership and monitor the performance of the staff of the Protocol Unit

QUALIFICATION AND EXPERIENCE

- Applicants must hold a good First Degree (Minimum, Second Class Lower) in Public Relations, Mass Communication or a related field of study from a recognised University
- Applicants must possess five (5) credits in WASSCE/GCE "O" Level 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 served for at least nine (9) years as a Registrar cadre staff in the Council

DESIRABLE ATTRIBUTES

- Excellent oral and writing skills
- Excellent interpersonal skills
- Ability to prioritise and plan effectively
- Good I.T Knowledge/ Skills
- Initiative, Creativity and Diplomatic Skills

MODE OF APPLICATION

Interested persons are to download an Internal Advert Application Form online from the Council's website at www.waecheadquartersgh.org.

Application Forms should be completed as **WORD DOCUMENT** and submitted **online** not later than **April 30, 2022**, to the following email address: waechqrs@waecintl.org - **Attention Director, HRM, Headquarters, Accra.**

Please NOTE: Only shortlisted candidates will be contacted.