

THE WEST AFRICAN EXAMINATIONS COUNCIL



VACANCY ANNOUNCEMENTS

The West African Examinations Council, a sub-regional organisation responsible for the conduct of a variety of examinations in the English-speaking West Africa countries, invites applications from suitably qualified Ghanaians to fill the following vacant positions at its Ghana National Office.

POSITIONS:

1. HEAD OF PROCUREMENT (Reports to Director of Finance)

Specific Duties and Responsibilities:

As Head of Procurement, you will be responsible for providing strategic direction to all procurement related issues for the achievement of the overall objectives of the Council. Other duties and responsibilities are:

- Developing and implementing procurement and contract management instructions, policies and procedures
- Planning and coordinating the activities of the Procurement Department
- Managing and advising on human resource requirements, training and development for the Procurement Department.
- Providing inputs for the preparation of the annual budget.
- Preparing and managing the implementation of Annual Procurement Plan
- Providing inputs for the formulation of policies and plans of the Entity.
- Preparing and submission of Annual and Periodic Reports to the Director of Finance and the Head of Entity.
- Ensuring compliance with provisions in the Public Procurement Act 2003 (ACT 663) and Guidelines for procurement of goods, works and services.
- Responsible for the performance of pre-award and post-award activities and a wide range of purchasing functions, contract evaluations and preparation of corrective actions including termination orders.
- Reviewing requests for adequacy of descriptions and ensures compliance with the Public Procurement Act and Guidelines for public procurement.
- Evaluating and monitor contract performance to ensure compliance with contracted obligations.
- Ensure that records of goods ordered and received are properly maintained.
- Managing all international procurement and payment of the Council through the establishment of letters of credit.
- Serving as a Secretary to the Entity Tender Committee and advice on technical issues.

Qualification and Experience

- A degree in Procurement or Social Science. A Masters degree in Strategic and Project Management, Public Procurement Law and Policy and Supply Chain Management will be an advantage.
- Be a member of Chartered Institute of Purchasing and Supply (MCIPS)
- Minimum of twelve (12) years post qualification relevant work experience, four (4) years of which must be in the Senior Management position.
- Should not be more than forty-five (45) years at the close of this advert.
- Should be computer literate and knowledgeable in MS-Word, MS-Excel and MS-PowerPoint

Desirable Attributes

- High integrity, confidentiality and reliability
- Demonstrable leadership ability
- Good organisational and co-ordination skills and be a result-oriented person
- Excellent communication and interpersonal skills
- A team player

2. APPLICATION PROGRAMMERS

Specific Duties and responsibilities

As an Applications Programmer, you will be responsible for performing the following duties among other things:

- Development of application software
- Amendment of programs
- Development of user interfaces for the capture of data by user Divisions/Departments
- Implementation of acceptance testing modules
- Creation and update of user manual documentation for operational use

Eligibility Criteria

Qualification

Must have a Bachelor of Science degree (at least second class Honours) in Computer Science from a recognised University.

Experience

Applicants must have a good knowledge in;

- Microsoft Office applications development and SQL Server.
- Programming with Visual Basic
- Web Design
- Knowledge in COBOL programming will be an added advantage.

Applicants must have at least three years post degree qualification.

Desirable Attributes

- High integrity, confidentiality and reliability

- Demonstrable leadership ability
- Good organisational and co-ordination skills and be a results-oriented person
- Excellent communication and interpersonal skills
- Team player

3. NETWORK ADMINISTRATOR

Specific Duties and responsibilities

As a Network Administrator, you will be responsible for performing the following duties among other things:

- Network Administration
- Monitoring the webpage and Admin Console of the registration
- Hardware Networking and Computer maintenance
- Monitoring of Mail server & Web server
- Providing technical support for Internet Based Tests
- Providing technical support for Online Applications

Eligibility Criteria

Qualification

Must have a Bachelor of Science degree (at least second class Honours) in Computer Science from a recognised University.

Experience

Applicants must have good knowledge in

- Microsoft Office applications development and SQL Server
- Programming with Visual Basic
- Networking
- Web Design
- Configuration of CISCO, Point-to-Point wireless routers etc
- Configuration of satellite dish

Applicants must have at least three years post degree qualification.

Desirable Attributes

- High integrity, confidentiality and reliable
- Demonstrable leadership ability
- Multi-tasking
- Good organisational and co-ordination skills and be a results-oriented person
- Excellent communication and interpersonal skills
- Team player

4. ADMINISTRATIVE OFFICER

As an Administrative Officer, the successful applicant will report to the Head of Administration. He/She must possess skills in planning and monitoring and be able to apply them to meet the strategic goals of the organisation.

Duties and Responsibilities

The successful candidate will perform the following duties among others:

- Assisting in the implementation of the Council's plans, programmes and objectives;
- Assisting in controlling and managing the activities of staff to ensure efficiency;
- Assisting in writing reports and taking minutes at various committee meetings;
- Assisting in arrangements for the administration of examinations.

Eligibility Criteria

Qualification

A good University degree in Administration or Social Sciences.

The applicant must be computer literate and should not be more than thirty-five (35) years at the time of applying.

Experience

The applicant must have at least four (4) years post-graduation experience.

Competence/Skills

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

Desirable Attributes

- High integrity, confidentiality and reliability.
- Demonstrable leadership ability.
- Good organizational and co-ordination skill and be a result-oriented person.
- Excellent communication and interpersonal skills.
- Team player.

5. POSITION: LEGAL OFFICER

Specific Duties and Responsibilities

The successful candidate will be reporting to the Head of the Legal Unit and be expected to perform the following duties among others:

- Drafting/reviewing contracts and other legal documents;
- Conducting research on Legal issues;
- Representing the Council in court and before quasi-judicial bodies;
- Serving as member of Staff Investigation Committees;
- Providing support to the Head of the legal unit and other division/departments to achieve the Council's objectives;
- Performing other duties that may be assigned.

Eligibility Criteria

Qualification & Experience

Applicant must have a good university degree and professional qualification in law and be a practicing advocate of the High Court of Ghana with at least three years experience.

Desirable Attributes

- High integrity, confidentiality and reliability
- Demonstrable leadership ability
- Excellent writing skills
- Computer Literacy
- Good organizational and co-ordination skills and be a result-oriented person
- Excellent communication and interpersonal skills
- Team player

6. ASSISTANT REGISTRARS - 9 Positions

Subject Areas:-

- Ghanaian Language with Linguistics
- Accounting/Commerce
- Management Studies
- History/Political Science (Government)
- Geography
- Home Economics
- Physics
- Economics
- Mathematics

Applicants must hold a good University degree (at least Second Class Honours) with at least THREE years post qualification teaching experience.

Specific Duties and responsibilities

- The successful candidates will be assigned duties in the Test Development or Test Administration Divisions
- Producing of daily reports as required by user departments

Desirable Attributes

- Must be result-oriented and have unquestionable integrity
- Must have excellent communication and interpersonal skills
- Must be a team player
- Ability to build and maintain credible working relationships
- Must be computer literate with typing skills

MODE OF APPLICATION

Interested candidates are requested to pick application forms from the Council's Offices, behind Ridge Hospital, Accra. Candidates may also download Application Forms from the Council's website at the following address;

www.waecheadquartersgh.org or www.waecgh.org

The completed application forms should be submitted not later than October 28, 2013, to the following address;

The Registrar,
The West African Examinations Council,
Headquarters,
P.O. Box 125
Accra. Ghana.
Attention: Deputy Director, HRM

*Please NOTE: Only shortlisted candidates will be contacted.