

The West African Examinations Council will soon have a vacancy at its National Office in Nigeria for the post of Head of National Office. Applications are therefore, invited from qualified serving Nigeria nationals working with the Council to fill the position.

## **1. QUALIFICATION AND EXPERIENCE**

The applicant must not be more than 58 years at the time of assumption of duty (March 5, 2020). He/she should be a seasoned administrator of unquestionable character and must:

- (1) possess good University Honours Degree NOT below a second class lower. Possession of M.Ed. in Educational Measurement/Evaluation will be an added advantage;
- (2) possess at least 15 years relevant post-graduation experience in examination administration;
- (3) not be below the rank of Deputy Registrar;
- (4) be demonstrably familiar with the Council's operations in Nigeria as well as other international activities relating to examinations.

## **2. DUTIES**

The successful candidate, who will report directly to the Registrar, will be responsible for the overall administration of the Nigeria National Office. He/she will service the National and other Committees of Council and oversee the entire operations of the Council in Nigeria. Broadly, the successful candidate will, among other duties, be expected to:

- (1) assist with the formulation of national policies on examinations and direct the day-to-day administration of the National Office;
- (2) implement the Council's examination policies and strategies in the National Office;
- (3) direct and supervise the senior management staff on Council's policies, objectives and practices in examination and research in the National Office;
- (4) advise the Registrar on the Council's National Establishment in relation to manpower disposition, organizational structure and staff welfare;
- (5) prepare budget proposals and review the cost of conducting examinations;
- (6) plan strategies to mobilize the financial resources for running the National Office;

(7) manage the finances of the National Office.

### **3. SALARY AND CONDITIONS OF SERVICE**

The salary for the position is consolidated, with attractive fringe benefits. The position is pensionable and the appointee retires at the age of 60 years.

### **4. METHOD OF APPLICATION**

Interested candidates are requested to collect Application Forms from the Office of the Head of National Office or to download the Application Forms from the Council's website at [www.waeheadquartersgh.org](http://www.waeheadquartersgh.org) or the website of the Nigeria National Office.

Application Forms should be completed and submitted not later than December 11, 2019 to the following address:

The Registrar  
Thru' Head of National Office, Nigeria  
The West African Examinations Council  
Headquarters  
P. O. Box GP 125  
Accra, Ghana

**Attention: Deputy Director, HRM, Headquarters, Accra**

**[CLICK TO DOWNLOAD APPLICATION FORM](#)**

**PLEASE NOTE: Only shortlisted candidates will be invited for**

**interview.**

ISSUED BY  
The Registrar  
The West African Examinations Council  
Headquarters  
Accra, Ghana