

THE WEST AFRICAN EXAMINATIONS COUNCIL, ACCRA

VACANCY ANNOUNCEMENT

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

POSITIONS

1. ACCOUNT CLERKS

Duties

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

- Perform accounting and clerical duties in the Finance Division
- Type, prepare and maintain accounting documents and records
- Prepare bank deposit slips, general ledger postings and statements
- Enter financial transactions in database daily
- Provide assistance and support to Finance personnel.

Qualifications

Applicants must possess a minimum of WASSCE/SSSCE/GCE Ordinary Level/General Business Examination Certificate with credits in at least five (5) subjects, including English Language, Mathematics and Finance/Cost Accounting. Any additional certification in a relevant area will be an added advantage.

In addition, applicants must be computer literate with proficiency in the use of MS Excel.

Experience

Applicants must have at least one year relevant post-qualification experience in a reputable organization.

Key Competencies

- Attention to Detail
- Good communication skills
- Integrity and the ability to act responsibly and ethically
- Accuracy in accounting computations and data entry
- Strong people skills, a polite and professional demeanor.

Age

Applicants must not be more than thirty-five (35) years at the time of applying.

2. **SECRETARIES**

Duties

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

- Prepare minutes of meetings and proceedings of seminars/conferences
- Manage files and other records in an office
- Handle correspondence between departments
- Copy documents for mailing or for internal distribution
- Perform routine clerical tasks and errands to assist others.

Qualifications

Applicants must possess a minimum of WASSCE/SSSCE/GCE Ordinary Level/General Business Examination Certificate with credits in at least five (5) subjects, including English Language and must possess the relevant certificate issued by the Government Secretarial School. Any additional certification in a relevant area will be an added advantage.

Applicants must be computer literate and proficient at using Microsoft Office Suite.

Experience

Applicants must have at least one year relevant post-qualification experience in a reputable organization.

Key Competencies

- Organisational and administrative abilities
- Reporting writing skills
- Clear, friendly and professional communication skills
- Personable phone manner
- Initiative and drive
- Honesty and discretion
- Efficient time-management skills.

Age

Applicants must not be more than thirty-five (35) years at the time of applying.

(3) **DRIVERS**

Duties

- Convey materials, equipment, and staff to areas where they are required
- Ensure vehicle is kept clean, tidy and in good working condition
- Ensure vehicle is kept secure at all times
- Ensure vehicle is given regular/day-to-day maintenance checks
- Ensure vehicle repairs are carried out properly
- Perform minor repairs and arrange for other repairs
- Prepare and submit vehicle monitoring reports.

Qualifications

Applicants must possess a minimum of BECE with Grade six (6) in five (5) subjects and must possess NVTI and a Valid Driving Licence 'C'. Any additional certification in a relevant area will be an added advantage.

Experience

Applicants must have at least one year relevant post-qualification experience in a reputable organization.

Key Competencies

- Expert driver - able to drive various types of vehicles
- Well-organized, systematic and safety conscious
- Accountable, responsible and punctual
- A team player – personable, caring, helpful, reliable and diplomatic
- Good personal grooming & personal presentation
- Willing to work long and irregular hours and on public holidays as required
- Willing to take regular and extensive travel
- Respectful of confidentiality.

Age

Applicants must not be more than thirty-five (35) years at the time of applying.

(4) **SECURITY GUARDS**

Duties

- Secure premises and personnel by patrolling property and monitoring surveillance equipment
- Inspect buildings, equipment, and access points
- Prevent losses and damage by reporting irregularities
- Complete reports by recording observations, information, occurrences
- Contribute to team effort by accomplishing related results as instructed

Qualifications

Applicants must possess a minimum of WASSCE/SSSCE/GCE Ordinary Level /General Business Certificate Examination with credits in five subjects including English Language and Mathematics. Any additional certification in a relevant area will be an added advantage. Interested females are encouraged to apply.

Experience

Applicants must have at least one year relevant post-qualification experience in a reputable organization.

Key Competencies

- Vigilant, alert and always aware of one's surroundings
- Honesty and integrity
- Physically fit and within a healthy weight range
- Good communication skills
- Value and respect for life.

Age

Applicants must not be more than thirty-five (35) years at the time of applying.

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 persons may download a set of application forms (Form B) from the Council's website at the address: **www.waecgh.org**.

Completed application forms must be submitted at the WAEC Main reception, Accra (behind the Ridge Hospital) or any of the WAEC Branch Offices located in the Regional Capital nearest to the applicant not later than 8th March, 2019.