

THE WEST AFRICAN EXAMINATIONS COUNCIL, THE GAMBIA



VACANCY ANNOUNCEMENTS

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

1. **ASSISTANT REGISTRAR II**

SUBJECT AREAS

- **HISTORY**
- **BIOLOGY/HEALTH SCIENCE**

Duties and Responsibilities

Successful applicants will be assigned duties in the Test Development Division and will be required to perform the following duties among others:

- Developing papers for examinations conducted by the Council in The Gambia
- Assist in the conduct of all examinations conducted by the Council in the Office
- Recruit examiners for the Council's examinations
- Organise and supervise Coordination and Moderation Meetings
- Assist in marking exercises of examinations
- Conduct Subject Award Meetings
- Prepare reports for the Council's Meetings
- Handling issues that may arise from both the arrangements and conduct of the Council's examinations
- Assist in formulating and implementing policies and programmes relating to your assigned division
- Perform any other duties which may be assigned.

Eligibility Criteria (Qualification/Experience)

Eligible Applicant must:

- Possess a minimum of Bachelor's Degree (at least a Second Class Lower Division), from a recognised University in the subjects listed above.
- Master's Degree in Measurement and evaluation will be an added advantage.
- Have at least three (3) years post qualification teaching/supervising experience in a reputable institution;
- Have Credit passes in WASSCE/SSCE/GCE "O" Level or equivalent in five subjects including English Language and Mathematics at one sitting or Credit passes in six subjects including English Language and Mathematics at two sittings;
- Not more than forty (40) years old.

Desirable Attributes (Competencies/Skills)

Eligible applicants must:

- demonstrate high degree of integrity, confidentiality and reliability;
- possess leadership qualities;
- have high proficiency in computer applications (e.g. Microsoft Word, Microsoft Excel, PowerPoint and Internet Skills);
- be result-oriented and meticulous in executing assigned tasks;
- be prepared and willing to work extra hours;
- have the ability to work under pressure to meet targets;
- be a team player and be able to work with little or no supervision;
- have good writing, analytical and communication skills.

2. COMPUTER PROGRAMMER II

Duties and Responsibilities

Successful applicant will be assigned duties in the Information Communication & Technology Division (ICTD) and would be required to:

- Design, develop and maintain software applications/technologies for the Office
- Assist in application development projects.
- Design and maintain all the web-based applications for the Office.
- Network the operations of the relevant divisions, sections, and units of the Banjul Office
- Advise Management on the IT needs of the Office.
- Check the correctness of reports to user departments, sections, and units.
- Prepare reports as required by user departments, sections, and units.
- Perform any other duties that may be assigned.

Eligibility Criteria (Qualifications/Experience)

- Bachelor's Degree in Computer Science/Programming, Information Technology or a related discipline with at least a Second Class Lower Division from a recognized University / Institution. Possession of a .NET related Microsoft Certifications is also desirable.
- A master's degree in IT will be an added advantage.
- Minimum of Credit passes in WASSCE/SSCE/GCE "O" Level or equivalent in five subjects including English Language and Mathematics at one sitting or have Credit passes in six subjects including English Language and Mathematics at two sittings.
- At least three years post qualification work experience with a reputable institution and not be more than forty (40) years old.

Desirable Attributes (Competencies/Skills)

- A master's degree in IT will be an added advantage.
- Proficiency in Microsoft Office applications development.
- Working knowledge of Programming with Visual Basic, Networking, and Web Design.
- Experience in creation new software applications, modify, repair, or improve existing applications, and testing applications for functionality.
- Knowledge of object-oriented design and programming using systems, databases and programming languages that develop software applications with the .NET framework.
- Proficiency in programming skills using VB.NET, C#, XML and Java Enterprise Edition.
- Working knowledge of other programming languages/technologies to allow software/application to function properly.
- Proficient in the management and programming of database applications such as Microsoft SQL Server or Oracle.
- Self-motivated, have the ability to write and analyse reports and be task/result-oriented.
- Good interpersonal skills, be a team player, be able to work with little or no supervision and have good writing, analytical and communication skills.
- Demonstrate high degree of integrity, confidentiality, and reliability.

MODE OF APPLICATION

Interested candidates are requested to pick application forms from the Council's Office at No. 11, Marina Parade, Banjul or may also download Application Forms from the Council's website at the following address: www.waeheadquartersgh.org or www.waecgambia.org

The completed application forms should be submitted to the Council's Office in Banjul not later than **March 20, 2023** and addressed to the following:

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

Please NOTE: Only shortlisted candidates will be contacted.

THE WEST AFRICAN EXAMINATIONS COUNCIL, THE GAMBIA



VACANCY ANNOUNCEMENT- INTERNAL ADVERTISEMENT

The Gambia National Office of the West African Examinations Council invites applications from qualified staff of the Banjul Office to fill the following vacant positions:

1. ASSISTANT REGISTRAR II

SUBJECT AREAS

- **English Language**
- **Mathematics**
- **Arabic/Islamic Studies**
- **Economics**
- **Civic Education/Government**

Duties and Responsibilities

Successful applicants will be assigned duties in the Test Development Division and will be required to perform the following duties among others:

- Developing papers for examinations conducted by the Council in The Gambia
- Assist in the conduct of all examinations conducted by the Council in the Office
- Recruit examiners for the Council's examinations
- Organise and supervise Coordination and Moderation Meetings
- Assist in marking exercises of examinations
- Conduct Subject Award Meetings
- Prepare reports for the Council's Meetings
- Handling issues that may arise from both the arrangements and conduct of the Council's examinations
- Supervising and managing subordinate staff
- Assist in formulating and implementing policies and programs relating to your assigned division
- Perform any other duties which may be assigned.

2. COMPUTER PROGRAMMER II

Duties and Responsibilities

Successful applicant will be assigned duties in the Information Communication & Technology Division (ICTD) and would be required to:

- Design, develop and maintain software applications/technologies for the Office
- Assist in application development projects.
- Design and maintain all the web-based applications for the Office.
- Network the operations of the relevant divisions, sections, and units of the Banjul Office
- Advise Management on the IT needs of the Office.
- Check the correctness of reports to user departments, sections, and units.
- Prepare reports as required by user departments, sections, and units.
- Perform any other duties that may be assigned.

Qualification & Experience

- Applicants must hold a Bachelors Degree (minimum, Second Class Lower) in relevant disciplines;
- All Applicants must possess five (5) credits in WASSCE/GCE 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 at least three (3) years relevant post qualification experience within the Council.

Desirable Attributes for All Positions

Eligible applicants for all the positions must also:

- Have proficiency in computer application and usage
- Be self motivated and have the ability to write good reports
- Be able to work with little or no supervision
- Have good interpersonal and communication skills and be a team player

MODE OF APPLICATION

Interested candidates are requested to pick application forms (Internal) from the Administration Department.

The completed application forms should be submitted to the Head of National Office's Secretariat on or before **March 20, 2023** and addressed to the following:

**The Registrar,
The West African Examinations Council, Headquarters
P.O. Box 125
Accra**

Attention: Deputy Director, HRM

Please NOTE: Only shortlisted candidates will be contacted.