

Call for applications: Information Centre Assistant for the DAAD Information Centre Accra

About DAAD

The German Academic Exchange Service (DAAD) is a joint organization of German universities for the promotion of international scientific cooperation and academic exchange. A worldwide network of 15 DAAD regional offices and 56 information centres support the work of the DAAD head office in Bonn.

Role Specification

The DAAD Information Centre in Ghana is looking for a dedicated and versatile assistant to support with the following tasks, amongst others:

- Conducting consultations in person and virtually: Informing potential students, researchers, parents and other interested parties about the German Higher Education System, DAAD scholarships and student visa
- Answering requests on the above topics via email, phone and different messengers
- Keeping official statistics of consultations and requests for all staff of the Information Centre

- Planning and preparation of Social Media content for all channels of the Information Centre
- Maintenance of the DAAD Ghana website in WordPress

- Preparation and implementation of the Information Centre's own events and webinars as well as information booths at different Higher Education fairs
- Small research projects on Higher Education marketing and the education sector in Ghana for the DAAD's „Marketing Services“

- Keeping stock and procuring of information material and office supplies, running errands etc.

Applicant's profile

You are

- excellent at communicating with people from different contexts,
- passionate about contributing to exchange in higher education between Ghana and Germany,
- able to work independently,
- proactive and dedicated to the delivery of the DAAD's objectives.

Experience/Skills

- University degree (at least BA); studies or working experience in Germany
- Excellent command of English, good command of German language
- Completed National Service and first work experience, preferably in an international or Higher Education context
- IT Skills: Good knowledge of different Social Media channels and Microsoft office programmes, experience with WordPress or other Content Management Systems is a plus.

Contract conditions

- The position is a full-time post and will be paid according to the Information Centre's local payment scheme.
- It is scheduled to start on 15th October 2020 and limited to a duration of one year with a possibility of extension.

To apply

Please send your CV and a cover letter (as PDF) to info@daad-ghana.org with the subject line: Application IC Assistant

The closing date is 20th September 2020.