

The Ghana-NRW University Alliance is seeking a Head of Liaison Office to manage their office in Accra, Ghana.

The ideal candidate should have a master's degree, work experience in higher education management, research marketing, or a related field, and excellent knowledge of the German and Ghanaian higher education system. Proficiency in written and spoken German and English is essential, with knowledge of French as an advantage.

The Liaison Office Accra of the Ghana-NRW University Alliance has the task of supporting academics of the partner university in international networking, raising the profile of the partner universities in the target region and promoting the recruitment of outstanding students and research partners.

We are looking for a Head of Liaison Office as a freelancer for the office in Accra, Ghana as of 1 June. The **responsibilities** include:

- Independently managing the Ghana NRW University Alliance office in Accra, including financial administration and reporting
- Maintaining existing and establishing new university partnerships and research cooperations in Ghana as well as advising and supporting the partner universities and the associated academics in questions of cooperation with academic institutions in Ghana
- Programme and research marketing as well as counselling of prospective students, doctoral candidates and researchers
- Conception, planning and implementation of events in Ghana
- Organisation and support of alumni activities
- Collaboration in the development and maintenance of a website for the liaison office and conception and design of a newsletter.

The position requires travel within Ghana and to Germany as well as occasional evening and weekend work. The position is based in Ghana and is offered on a local contract as a freelancer.

Requirements:

- Completed academic university studies at master's level
- Work experience in higher education management, research marketing or a related field
- Excellent knowledge of the German and Ghanaian higher education system, ideally through personal work and/or study experience
- Excellent knowledge of the MS Office package and the use of social media for marketing purposes
- Structured and independent approach to work, experience in project management and strong organisational skills
- Ability and willingness to take responsibility and work in a team
- Very good knowledge of written and spoken German and English, knowledge of French is an advantage.

The application deadline is

31.03.2023. Please apply directly to our online form!



<https://form.jotform.com/230451251087348>

If you have any questions, feel free to get in touch with

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