



## Job Vacancy

# Programme Assistant

**Starting date:** 1st November 2024 (or earliest possible date)

**Job Status:** full time position (40 hours/week), local contract

The German Academic Exchange Service (DAAD) is the world's largest funding organisation for the international exchange of students and researchers. It is a registered association, and its members are German higher education institutions and student bodies. The Regional Office Accra is responsible for fostering academic exchange and cooperation with individuals and institutions in Ghana, Cameroon and Nigeria.

### **Job Description:**

This role includes:

- Answering general enquiries and giving advice concerning studying and doing research in Germany as well as DAAD funding programmes
- Supporting the marketing team to promote DAAD funding programmes and marketing campaigns: managing social media channels, attending events and fairs in person and virtually, creating content for the regional newsletter etc.
- Supporting DAAD Accra's activities for scholarship programmes: organising scholarship selection meetings as well as preparing selected scholarship holders for their stay abroad
- Assisting the office's director and other colleagues with additional projects and special events
- Managing DAAD Accra's stock of marketing materials, procurement, running administrative errands etc.

### **Requirements:**

- At least a bachelor's degree or equivalent and 1-2 years relevant work experience
- Basic knowledge of the German Higher Education sector; study or work experience in Germany or with a German institution is an advantage
- Team player, good organiser, able to learn fast and work under pressure
- Excellent command of English, good command of German
- MS Office skills and openness to acquire further IT skills related to DAAD's SAP-based programmes
- Entitled to live and work in Ghana

The position is full-time (40 hours/week). There is a six-month probationary period. Payment is based on the DAAD's local pay scale, the starting salary will be GHS 12,690 (gross monthly salary).



The employee can be classified into a higher salary level considering the relevant qualifications and professional experience.

**How to apply:**

Please apply until **4 October 2024** with the following documents:

- Tabular CV
- Cover letter
- Degrees and professional experience
- Reference letter (max. two)
- Proof of German proficiency

Please send your documents with the subject line "Application Programme Assistant" via email to **leumer@daad.de**.

The DAAD is committed to diversity and encourages applications from all qualified individuals regardless of gender, nationality, or ethnic background. The receipt of the application documents will not be confirmed. We will invite a select group of candidates to an interview. Please note that incomplete applications will NOT be considered.

We look forward to receiving your application!