

Open position: Head of Office

Ghana–NRW University Alliance Office

International House, Univ. of Ghana

Full-time, Monday to Friday

Start date: 1 June 2026



1. About the role

The Ghana–NRW University Alliance is looking for an experienced and motivated professional to lead its office in Accra. As Head of Office, you will work with a high level of independence. You will represent the Alliance, support partnerships between universities in North Rhine–Westphalia (NRW) and Ghana, and oversee the operations of the Accra office.

This role suits someone with a strong background in international higher education, a good understanding of academic systems in both Ghana and Germany, and confidence in public communication and representation.

2. Employment and contract

This is a local employment contract under Ghanaian law. The position is hosted by the DAAD Regional Office in Accra. You will work for the University of Cologne, tasked to serve the Ghana–NRW University Alliance. The office is based at the International House of the University of Ghana in Accra. It requires travel within Ghana and occasional travel to Germany. Some evening and weekend work will be required.

3. What we are looking for

- o A completed university degree at Master's level or equivalent is required.
- o A doctoral degree is a strong asset. It will support your credibility when engaging with universities and research institutions.
- o Experience in international higher education, research cooperation, or a related field
- o Good knowledge of academic systems and education policy in Ghana and Germany – ideally through personal study or work experience in both countries
- o Full proficiency in spoken and written English in academic contexts
- o Knowledge of German is an asset
- o Confidence in public communication, representation, and networking
- o Ability to work independently, manage a team, and take responsibility for decisions
- o Skills in budget planning, financial oversight, and office administration
- o Good knowledge of MS Office and social media for professional communication
- o Strong organisational skills and experience in project management

4. Key responsibilities

Office management

- o Organise and develop the Alliance Office in Accra
- o Plan and run events and workshops, both online and in person
- o Monitor and analyse higher education and research policy developments in Ghana

Higher education cooperation

- o Build and strengthen partnerships between NRW and Ghanaian universities
- o Advise and support partner universities and their researchers on cooperation opportunities
- o Help partners navigate institutional and cultural differences between Ghana and Germany
- o Report on and evaluate ongoing cooperation activities

Student and researcher support

- o Serve as a first point of contact for prospective Master's and PhD candidates seeking information on study programmes and funding opportunities in Germany
- o Organise and support alumni activities and networks
- o Contribute to programme and research marketing aimed at attracting outstanding students and research partners

Representation

- o Represent the Alliance with universities, public institutions, funding organisations, and international partners
- o Advocate independently for the Alliance at a national level
- o Support visiting delegations and help organise academic exchange visits
- o Participate in professional and networking events

Communications and outreach

- o Develop and implement strategies to increase the visibility of the Alliance
- o Manage social media channels and other external communications
- o Contribute to the development and maintenance of the Alliance website and newsletter
- o Maintain systematic documentation of Ghana's higher education and research landscape

Administration and finance

- o Manage the overall running of the office independently
- o Plan and monitor the budget in line with the University of Cologne's regulations
- o Supervise local staff as needed
- o Ensure compliance with institutional and legal requirements
- o Report regularly to the University of Cologne

5. Remuneration and benefits

The position offers a monthly gross salary between GHS 20,430 and GHS 22,610, depending on experience, plus a 13th month salary in November. The contract is fixed-term until end of 2028, with the option of extension. Additional benefits include 25 days of paid annual leave, paid sick and maternity leave, and private health insurance for the employee and their immediate family after the probation period

A note to applicants

We welcome applications from people with diverse academic, cultural, and professional backgrounds. If you have gained experience in the German academic system – for example as a student, researcher, or professional – we encourage you to apply. We value what you bring from your own context and perspective.

How to apply

Please apply online by **3 May 2026**:

<https://uni.koeln/RWHSK>

