



THE GENERAL PUBLIC
NOTICE NO. BG/GOV/SEC/2024/07
WEST AFRICAN MONETARY INSTITUTE
JOB DESCRIPTION AND QUALIFICATION

POSITION	SECRETARY
Qualification & Experience	i. WASSCE and Pitman ii. Minimum of five (5) years' experience in Central Bank, Ministry of Finance, Research Institutions, or relevant institutions including commercial banks.
Competencies & Skills	i. Must be bilingual in English and French with the ability to translate documents from one language to the other. ii. Must have excellent communication and organizational skills and demonstrated ability to provide administrative support to different departments of the institute. iii. Must be proficient in computer applications including Microsoft Word, Excel, Power point etc.
Mode of Application	Interested persons who meet the above criteria may put in their application and submit by close of business on Wednesday, 15th May, 2024 to: The Head Human Resource and Capacity Development Department P. O. Box 2674 Accra

(SGD.)
SANDRA THOMPSON (MS.)
THE SECRETARY

30TH APRIL 2024