

**WEST AFRICAN POSTGRADUATE COLLEGE OF MEDICAL LABORATORY
SCIENCE (WAPCMLS), Abuja, Nigeria.**

***ADVERTISEMENT OF JOB VACANCIES * 22/11/2022**

JOB DESCRIPTION

1. ADMINISTRATOR

Role Overview

Will work under the overall guidance of the Registrar of the College and Secretary to the College Council. Incumbent will be responsible for the day to day administration of the College Secretariat.

Roles and Responsibilities.

- i) Provide oversight and smooth operation of administrative functions including work, environment, spaces etc.
- ii) Assist in identifying operational needs and develop and support implementation of College rules and policies to facilitate workflow and processes.
- iii) Provide information to staff and ensure the implementation of administrative procedures, processes and practices.
- iv) Provide leadership and initiatives to enable rational management of human and material resources. Optimise technical and logistical assistance in the organisation of College activities.
- v) Build and maintain strong working relationships with College Faculty officers, governments, WAHO and members of the ECOWAS Commission to ensure goals of College are met.
- vi) Assist in writing of reports and minutes and dealing with specific correspondence and documentation as and when necessary as directed by College Registrar.

Eligibility Criteria

Qualification:

- i) Candidate must possess a first degree and relevant postgraduate qualifications possibly in Medical Laboratory Science.
- ii) At least 15 years continuous cognate experience some of which must have been spent in a tertiary or similar institution administering and implanting training programmes.
- iii) Registration with professional body/society is compulsory.

Competencies/Skills

- i) Ability to use computers and computer applications including Microsoft Word, Excel, internet e.t.c
- ii) Must be self-motivated and able to write, analyse and review reports.
- iii) Good interpersonal skills, strong team player, good analytical and communication skills.
- iv) Ability to work with little or no supervision.
- v) Ability to speak and write English and French languages is an added advantage.

Location: Abuja, Nigeria.

Salary: As per College rates.

2. ACCOUNTANT

Responsibilities

- i) Report to and work closely with the Administrator to supervise staff.
- ii) Assist in ensuring the safety and security of Office properties and equipment. Assist in ensuring prompt maintenance of all office vehicles, equipment, and other assets.
- iii) Maintain equipment audit log and supply inventory.
- iv) Monitor all costs related to activities and ensure they comply with WAPCMLS financial policies.
- v) Work closely with the Registrar & Administrator to ensure all payments are effected after due processing for all College transactions. Liaise with College Treasurer and ensure records of all transactions are maintained.
- vi) Assist in planning and organizing meetings. This includes preparing materials and hospitality for the meeting.
- vii) Undertake other activities as necessary and appropriate as directed by the Registrar.

Eligibility Criteria

Qualification:

- i) Eligible candidate must have a minimum of good first degree in Accounting/Management studies.
- ii) Minimum of three years progressively responsible experience in accounting and finance.

Competencies and Skills

- i) Ability to use computers and computer applications including Microsoft word, Excel, internet etc.

- ii) Ability to work extra hours if necessary
- iii) Good interpersonal skills and strong team player.
- iv) Oversee and take charge of the College website and regularly update it.
- v) Provide support for Regional/National Chapters of College by promoting and disseminating activities on the website.
- vi) Manage and track advertising in the College website.
- vii) Other duties as assigned.

Location: Abuja, Nigeria.

Salary: As per College rate.

Apply within two weeks of the date of this advertisement to the Registrar, West African Postgraduate College of Medical Laboratory Science with all relevant credentials to:

**EMAIL: info@wapcmls.org OR
hr@wapcmls.org**

Only shortlisted candidates would be invited for interview.

Signed

***Registrar/Secretary General**