

COUNCIL FOR SCIENTIFIC AND INDUSTRIAL RESEARCH

VACANCY ANNOUNCEMENT



The Ghana Council for Scientific and Industrial Research (CSIR) is inviting applications from suitably qualified Ghanaians for the undermentioned position within the Council.

DIRECTOR OF ADMINISTRATION, CSIR-ACCRA

THE ORGANIZATION

The Council for Scientific and Industrial Research (CSIR) Ghana, is a national scientific and technological institution mandated to carry out research into science and technology issues that pertain to national development. The CSIR was established in October 1968 and re-established in its present form by Council for Scientific and Industrial Research Act, 1996, Act 521. By Act 521, the CSIR is required to promote, encourage, and regulate research and the application of science and technology for national development. The Act further requires the CSIR to encourage and promote the commercialisation of research results. From its Head Office in Accra, the CSIR oversees and co-ordinates the activities of thirteen (13) research Institutes. The Act and mandate of CSIR are available on the CSIR Website www.csir.org.gh.

The Position

The successful applicant will:

1. Be responsible to the Director-General for the general administration of the Head Office and the entire CSIR.
2. Be responsible for developing, updating and implementing Human Resource Policies and Programmes of the CSIR.
3. Undertake Human Resource Planning, Human Resource Development, Performance Management, Compensation Management and Labour Relations.
4. Be the custodian of Council Assets.
5. Be Secretary to Council.

The Person

The ideal applicant must

1. Possess at least an MBA, MPA, MPhil or its equivalent with specialization in Human Resource Management from a recognized University or Institution.
2. Have not less than 12 years post-qualification experience in performing human resource functions in a reputable institution including at least 5 years of successful managerial experience in a top management position.
3. Have attained a rank equal to that of Principal Administrative Officer in the CSIR or equivalent institution or Deputy Registrar in a public university.
4. Be a member of a relevant recognized professional body.
5. Possess excellent knowledge of the Ghana Labour Law.
6. Possess good interpersonal relations.

Age Limit:

The applicant must be 55 years or less.

Tenure:

The position is for Five (5) years in the first instance and may be renewed subject to satisfactory performance on the job.

Salary:

The salary is attractive with fringe benefits.

MODE OF APPLICATION

Interested applicants are to submit a written application letter addressed to

**THE DIRECTOR-GENERAL
COUNCIL FOR SCIENTIFIC AND INDUSTRIAL RESEARCH
P. O. BOX M.32
ACCRA.**

with the following attachments:

- Full Curriculum Vitae
- Names and contact information (including e-mail addresses and telephone numbers) of three (3) confidential referees.
- Brief Vision Statement of not more than 1000 words indicating how the applicant will use the position to advance the strategic objectives of the CSIR.

- All other relevant information, including tables and figures, should be placed in an Appendix of not more than 6 pages.

Note: *Applicants are being informed to request their referees to submit their confidential reports directly to the email address below, not later than **11th November, 2025.***

Hard copies of applications may also be delivered to the CSIR Head Office, Off Agostino Neto Road, Airport Residential Area, Accra (Opposite the Old Chinese Embassy).

Soft copies (PDF format) of application documents should be forwarded to any of the email addresses below not later than **7th November, 2025.**

EMAIL ADDRESSES: dgsoffice@csir.org.gh
csirdgsoffice@gmail.com

DIGITAL ADDRESS: GA 037-6683

NB: *Only shortlisted candidates will be contacted.*