

Vacancy notice

The Embassy of the Federal Republic of Germany in Accra is hiring

a security guard and receptionist (m/f/d)

(from the end of February 2026
Full time / 40 hours per week)

The respective activity essentially comprises the following tasks:

- General supervision of the area in cooperation with external security guards at both premises
- Handling of visitors and visa applicants
- Administrative support for the staff
- Work as a receptionist at the entrance on an alternating schedule
- Handling telephone calls at the reception

Required qualifications and skills:

- Fluent in English spoken and in writing
- Minimum education: Senior High School (SHS)
- Experience in the field of work as a security guard
- Experience in general administration tasks
- Polite, friendly and welcoming attitude
- Quick mind and ability to work under pressure
- Experience to handle difficult and stressful situations
- Flexibility and willingness to take on additional tasks
- Ability to work in a team as well as independently and willingness to handle a substantial workload
- Not obligatory: German will be considered as an advantage

Remuneration is based on the Embassy's local salary scheme, which follows the principle of local standard and adequacy. The employment contract is based on Ghanaian law. The job is planned to be permanent, however, the appointment is initially limited to one year. Non-Ghanaian nationals require a residency and work permit for Ghana.

Persons with necessary qualifications should apply with a

- cover letter
- curriculum vitae
- birth certificate
- copy of passport or other ID document
- School leaving certificate
- proof of professional experience and previous employments
- letters of recommendation.



Please send your application **not later than 5th February 2026** preferably by email to administration@accr.diplo.de or else by mail to the

Embassy of the Federal Republic of Germany
Administration
P.O. Box GP 1757
Accra

Please send job-related questions to the email address mentioned above.

Incomplete applications or applications that arrive after 5th February 2026 will not be considered. Only shortlisted applicants will be contacted.

You should be available for a job interview from 16.02.2026 onwards.

Any costs in connection with your application / job interview cannot be reimbursed. In case of an unsuccessful application, your documents will be destroyed.

Please note the following information on data protection.

Information on data protection pursuant to Article 13 of the GDPR for applicants seeking employment at German missions abroad

Thank you for your interest in working at one of Germany's missions abroad.

The following notice is intended to inform you about how we deal with your personal data and to fulfil our obligations under Article 13 of the GDPR.

1. Controller and Data Protection Commissioner

Under section 2 of the Foreign Service Act, the Federal Foreign Office (headquarters) and the German missions abroad form one single federal authority.

Under Article 4 (7) of the GDPR, responsibility as controller for the processing of personal data lies with:

Auswärtiges Amt (Federal Foreign Office)
Werderscher Markt 1
10117 Berlin
Telephone: +49 (0)30 18 17-0 / help desk: +49 (0)30 18 17-2000
Fax: +49 (0)30 18 17-3402

[Contact the help desk](#)

The Federal Foreign Office Data Protection Commissioner can be contacted as follows:

Datenschutzbeauftragte/r des Auswärtigen Amtes
Auswärtiges Amt
Werderscher Markt 1
10117 Berlin
Telephone: +49 (0)30 18 17-7099
Fax: +49 (0)30 18 17-5 7099

[Contact the Data Protection Commissioner](#)



If you have questions about data privacy, you can also get in touch with the mission's contact person for data protection matters. They can be reached as follows:

6, Kenneth Kaunda Road, North Ridge, Accra, Ghana
Kontakt: dsap-2@accr.diplo.de

2. Purpose and legal basis for the processing of data

Your personal application data will be processed solely for the purpose of recruitment for the given vacancy.

The legal basis for such processing is Article 6 (1) b of the GDPR or Article 88 of the GDPR in conjunction with section 26 of the Federal Data Protection Act or Länder-specific legislation. Your data must be processed in order for us to take decisions on the recruitment of members of staff.

Processing for any additional purposes, for example inclusion in a pool of candidates or on a list for future vacancies, only occurs with your consent pursuant to Article 6 (1) a and Article 9 (2) a of the GDPR.

3. Storage of personal data

Your personal data will be stored after the recruitment process as follows:

- as a rule for six months if you have been unsuccessful in the recruitment process;
- for up to three years, if you have consented to be included in a pool of candidates or a list for future vacancies;
- for the duration of your employment contract, if you are successful in the recruitment process.

Your personal data will be deleted upon expiry of the storage period.

4. Your rights

- a. As a data subject, you have the following rights if the relevant conditions have been met:
 - Right of access, Article 15 of the GDPR
 - Right to rectification, Article 16 of the GDPR
 - Right to erasure (right to be forgotten), Article 17 of the GDPR
 - Right to restriction of processing, Article 18 of the GDPR
 - Right to data portability, Article 20 of the GDPR
 - Right to object to processing, Article 21 of the GDPR.
- b. If the processing of your personal data is based on your consent (e.g. for inclusion in a pool of candidates), you have the right to revoke this at any time without stating the grounds. Such withdrawal of consent does not affect the lawfulness of any use based on your consent prior to its withdrawal (Article 7 (3) GDPR).
- c. You also have the right to complain to a data protection supervisory authority about our processing of your personal data (Article 77 of the GDPR). The data protection supervisory authority responsible for the Federal Foreign Office and Germany's missions abroad is the Federal Commissioner for Data Protection and Freedom of Information (Bundesbeauftragter für den Datenschutz und die Informationsfreiheit).

(Last updated in May 2020)