

GHANA COMMUNICATION TECHNOLOGY UNIVERSITY

(FORMERLY GHANA TECHNOLOGY UNIVERSITY COLLEGE)



ADMINISTRATIVE/PROFESSIONAL VACANCIES

Ghana Communication Technology University (GCTU), formerly Ghana Technology University College (GTUC), is now a full-fledged Public University as established by the Ghana Communication Technology University Act, 2020 (Act 1022). GCTU is mandated to provide higher education in information and communication technology. The main campus of the University is located at Tesano, Accra - Ghana, with Satellite Campuses in Kumasi, Takoradi, Koforidua and Ho.

The University invites applications from suitably qualified candidates for appointment into the following positions;

1.0 OFFICE OF RESEARCH SERVICES AND INNOVATIONS (ORSI)

- a. Director

Qualifications and Experience

- i. Must possess a Ph.D. preferably in Science, Technology, or Engineering;
- ii. Must be a Professor or an Associate Professor, with a successful record of leadership in research and innovation administration in higher education or analogous institutions; and
- iii. Must have extensive knowledge and expertise in grant and proposal writing as well as have extensive networks with grant/funding awarding institutions.

2.0 OFFICES OF THE REGISTRAR

- a. Deputy Registrar
- b. Senior Assistant Registrar
- c. Assistant Registrar
- d. Junior Assistant Registrar

Qualifications and Experience

- i. Applicant must possess a Master's degree in Administration, Management, Social Science or a related discipline;
- ii. Must have been appointed to the rank being applied for by a recognized University or analogous institution;
- iii. A candidate seeking appointment to the rank of Deputy Registrar or Senior Assistant Registrar or Assistant Registrar must have been appointed as Deputy Registrar or Senior Assistant Registrar or Assistant Registrar or analogous rank by a recognized university or analogous institution respectively; **OR**
- iv. A candidate of a Senior Assistant Registrar or analogous rank who seeks appointment to the rank of Deputy Registrar will be appointed as Senior Assistant Registrar for him/her to go through the promotion process of the University; **OR**

Senior Assistant Registrar will be appointed as Assistant Registrar for him/her to go through the promotion process of the University.

3.0 FINANCE DIRECTORATE & INTERNAL AUDIT/ PROCUREMENT/ WORKS AND PHYSICAL DEVELOPMENT/INFORMATION TECHNOLOGY UNITS

- a. Senior Accountant
- b. Senior Internal Auditor
- c. Senior Procurement Officer
- d. Senior Architect/Senior Engineer/Senior Quantity Surveyor/Senior Estate Officer
- e. Senior Systems Analyst/Senior Application Technologist/Senior Network or Systems Administrator/ Senior Web Technologist

Qualifications and Experience

- i. Applicant must possess a Master's degree in a discipline relevant to any one of the above positions (such as Accounting, Finance, Audit, Procurement, Supply Chain, Architecture/Building, Technology/Civil Engineering/Land Economy, Information Technology/Systems etc.)
- ii. Must possess professional qualification and be a Member of the professional body with a minimum of four (4) years post working qualification experience;
- iii. Must have been appointed to the rank applied for by a recognized University or analogous institution;

4.0 HEALTH SERVICES UNIT

- a. Principal Nursing Officer/Senior Nursing Officer

Qualifications and Experience

- i. Applicant must possess a Diploma or Bachelor degree in Nursing or Midwifery from a recognised and accredited institution;
- ii. Must have a valid practising licence issued by the Nurses and Midwifery Council, Ghana; and
- iii. Must have post qualification working experience for at least four (4) years.

5.0 REMUNERATION/CONDITIONS OF SERVICE

Based on Salaries and Conditions of Service of Public Universities in Ghana.

6.0 MODE OF APPLICATION

Interested persons with requisite qualifications and experience should apply as follows;

1. Visit <https://jobs.gctu.edu.gh> to apply online and attach the following application materials (Application Letter, detailed Curriculum Vitae, Certificates, and Letter of Appointment to Current Rank).
2. An applicant should state the Rank and Office or Unit he/she wishes to apply for as the title of the Application Letter (**E.G. APPLICATION FOR THE POSITION OF A SENIOR ASSISTANT REGISTRAR IN THE LEGAL UNIT.**)
3. An applicant should submit six (6) hard copies of the application materials **DIRECTLY** or by **COURIER SERVICE** to:

The Interim Registrar

Tesano-Accra

4. Applications should be submitted **NOT LATER THAN 5TH FEBRUARY, 2021.**

Only shortlisted applicants will be contacted.

INTERIM REGISTRAR