GHANA COMMUNICATION TECHNOLOGY UNIVERSITY

VACANCY FOR THE POSITION OF REGISTRAR

The Governing Council of the Ghana Communication Technology University (GCTU), formerly Ghana Technology University College (GTUC), through the Search Committee for the appointment of a Registrar, announces that the position of Registrar of GCTU is vacant.

THE UNIVERSITY

Established in 2006 as Ghana Telecom University College (GTUC), the institution transitioned to Ghana Technology University College (GTUC) in 2012 and was subsequently converted into a public university through the Ghana Communication Technology University Act, 2020 (Act 1022). GCTU is a leading public university in Ghana and a centre of academic excellence in ICT-centred teaching and learning, research, intellectual creativity, innovation, and community service. The University currently has a student population of over 12,500 undergraduate and postgraduate students.

THE POSITION

The Registrar is the Secretary to the Governing Council of the University, as provided by Act 1022. He/She is the Chief Operating Officer of the University and, in that capacity, responsible for the day-to-day operations of the University under the Vice- Chancellor and in accordance with the policy directives of the Council.

The Registrar is also the Secretary to the Chancellor, the Academic Board, and other Statutory Boards and Committees. The Registrar is expected to provide strategic advice to the Vice-Chancellor and exercise leadership in the overall administration of the University.

QUALIFICATION AND EXPERIENCE

1. A minimum of a Master's degree in a relevant field with not less than **FIFTEEN (15) YEARS** of post-qualification experience in administration or management in a university or an analogous institution.

2. At least **SIX (6) years'** experience as a Deputy Registrar in a tertiary educational institution, or an equivalent senior management-level position in a comparable organization.

3. Demonstrated experience in university governance, management, and administration.

THE PERSON

The ideal candidate must:

1. Demonstrate knowledge and application of 21st-century skills in contemporary university administration;
2. Possess strong intellect and excellent managerial, writing, communication, interpersonal, and team-building skills;
3. Have a sound understanding of the history and evolution of universities, as well as Ghana's higher education laws, policies, and practices;
4. Show deep appreciation of the working environment, laws, statutes, and policies of GCTU;
5. Possess good leadership, supervision, and mentoring skills;
6. Exhibit high-quality administrative expertise, sound judgement, initiative, resourcefulness,

precision, and professionalism in a tertiary institution setting;

7. Be of good character, principled, with a high degree of personal integrity, circumspection, and be above reproach;
8. Have considerable experience in dealing with a wide variety of internal and external stakeholders.

TENURE AND REMUNERATION

1. The successful candidate should be able to serve a full term of four (4) years before attaining the compulsory retirement age of 60 years, in accordance with Article 199 (1) of the 1992 Constitution of Ghana.

2. The appointment may be renewed for another term of four (4) years only, provided that the extension does not go beyond the candidate's 60th birthday.

3. The salary and conditions of service shall be similar to those applicable to Registrars of other Public Universities in Ghana.

MODE OF APPLICATION

Interested applicants should submit ONE (1) soft copy on a pen drive and TEN (10) hard copies of the application package, marked "APPLICATION FOR THE POSITION OF REGISTRAR", in a sealed envelope.

The package should include ten (10) copies of the following:

1. Curriculum Vitae with full documentation on personal history, academic credentials, working experience, and the names, telephone numbers, and current email addresses of three (3) referees;

2. A statement of between 1,200 and 1,500 words indicating how the applicant proposes to use the position to advance the vision and mission of GCTU;
3. One recent passport-size photograph
4. Certified true copies of all relevant academic and professional certificates;
5. Recommendation letters in sealed envelopes from the three (3) referees.

All applications must be sent by courier under registered cover and must reach the address below not later than **THURSDAY, 25TH JUNE 2026**:

THE CHAIRPERSON
SEARCH COMMITTEE FOR THE APPOINTMENT OF REGISTRAR
C/O OFFICE OF THE VICE-CHANCELLOR
GHANA COMMUNICATION TECHNOLOGY UNIVERSITY
ADJACENT TO THE GHANA POLICE TRAINING SCHOOL, TESANO, ACCRA
DIGITAL ADDRESS GA-167-2927

Only shortlisted applicants will be contacted.