

GHANA COMMUNICATION TECHNOLOGY UNIVERSITY

(FORMERLY GHANA TECHNOLOGY UNIVERSITY COLLEGE)



VACANCIES FOR KEY OFFICERS

Ghana Communication Technology University (GCTU), formerly Ghana Technology University College (GTUC), is now a fully-fledged Public University as established by the Ghana Communication Technology University Act, 2020 (Act 1022).

The Council of Ghana Communication Technology University - GCTU, hereby announces that the following key positions are vacant.

1. **PRO VICE-CHANCELLOR**
2. **REGISTRAR**
3. **DIRECTOR OF FINANCE**

Suitable successors are therefore being sought to take over the positions effective April 1, 2022.

The Council of the University is inviting applications from suitably qualified candidates for appointments to the above-stated key positions in the University

Details of qualification and experience, and tenure and remuneration for each position are as follows:

1. **PRO VICE-CHANCELLOR**

QUALIFICATION AND EXPERIENCE

Applicants interested in the position of Pro Vice-Chancellor at Ghana Communication Technology University will be required to have the following:

- i. Be of Professorial status, a distinguished scholar of international repute, and must have had considerable research and managerial experience in higher education leadership and administration.
- ii. Be visionary, business-oriented and able to establish rapport between industry and the University for beneficial purposes.

- iii. Excellent communication, interpersonal and team-building skills and a deep appreciation of the academic working environment
- iv. Experience in fund-raising and resource mobilization for teaching, research and community services.
- v. Effective leadership, supervision and mentoring skills; Can inspire, direct and motivate staff to advance the mandate, vision and related aspects of strategic plan of the University.
- vi. Unblemished character and a high degree of personal integrity, principled with strong and proven sense of public morality and integrity.

TENURE AND REMUNERATION

- i. The Applicant should be able to serve the initial term of three (3) years.
- ii. The appointment may be renewed for a further term of up to three (3) years provided that the extension is not beyond the statutory retirement age of sixty (60).
- iii. The salary and conditions of service attached to this position are equivalent to those of Pro Vice-Chancellors of Public Universities in Ghana.

2.0 REGISTRAR

QUALIFICATION AND EXPERIENCE

The ideal candidate for the position of Registrar at Ghana Communication Technology University will be required to have the following:

- i. At least a regular Master's Degree in a relevant field with not less than ten (10) years post qualification experience, four (4) of which should have been at the level of Deputy Registrar or equivalent senior management level in a university or an analogous institution.
- ii. Senior Management experience in a large, complex and decentralized organization, preferably in an academic institution
- iii. Strong intellect with excellent managerial, writing, communication, interpersonal and team-building skills
- iv. Effective leadership, supervision, and mentoring skills.
- v. High quality of administrative expertise, sound judgment, initiative, resourcefulness, precision, and professionalism in a tertiary institution
- vi. A deep appreciation of the academic working environment, law, statutes and policies of the Ghana Communication Technology University
- vii. Be principled with strong and proven sense of public morality and integrity
- viii. Be of unblemished character and have a high degree of personal integrity, preferably with a strong and proven sense of public morality and integrity.
- ix. An understanding of the history and evolution of universities, local higher education policy and practice
- x. Considerable experience in dealing with a wide variety of internal and external publics

- xi. Contemporary ICT skills and knowledge of technology-driven administrative systems.

TENURE AND REMUNERATION

- i. The Applicant should be able to serve the initial term of four (4) years.
- ii. The appointment may be renewed for a further term of up to four (4) years provided that the extension is not beyond the statutory retirement age of sixty (60).
- iii. The salary and conditions of service attached to this position are equivalent to those of Registrars of Public Universities in Ghana.

3.0 DIRECTOR OF FINANCE

QUALIFICATION AND EXPERIENCE

- i. A Chartered Member of a recognized professional accountancy body such as the Institute of Chartered Accountants (ICA, Ghana), the Chartered Association of Certified Accountants (ACCA) the Certified Public Accountants (CPA), and the Chartered Institute of Management Accountants (CIMA) and shall be licensed to practice accountancy in Ghana
- ii. At least ten (10) years of post-qualification experience as a professional accountant, four (4) of which should have been served as a Deputy Director of Finance in a University or equivalent senior management level
- iii. Senior Management experience in a large, complex, and decentralized organization, preferably in an academic institution
- iv. Be of unblemished character and have a high degree of personal integrity, preferably with a strong and proven sense of public morality and integrity.
- v. Strong intellect with excellent managerial, writing, communication, interpersonal and team-building skills
- vi. Effective leadership, supervision, and mentoring skills.
- vii. High quality of administrative expertise, sound judgment, initiative, resourcefulness, precision, and professionalism in a tertiary institution
- viii. A deep appreciation of the academic working environment, law, statutes, and policies of the Ghana Communication Technology University
- ix. Be principled with strong and proven sense of public morality and integrity
- x. Considerable experience in dealing with a wide variety of stakeholders
- xi. Contemporary ICT skills and knowledge of technology-driven administrative systems.

TENURE AND REMUNERATION

- i. The Applicant should be able to serve the initial term of four (4) years.
- ii. The appointment may be renewed for a further term of up to four (4) years provided that the extension is not beyond the statutory retirement age of sixty (60).
- iii. The salary and conditions of service attached to this position are equivalent to those of Directors of Finance (Finance Officers) of Public Universities in Ghana.

MODE OF APPLICATION

Interested applicants should submit ten (10) copies of applications marked as “**APPLICATION FOR THE POSITION OF PRO VICE-CHANCELLOR/REGISTRAR/ DIRECTOR OF FINANCE**” in a sealed envelope delivered by hand or by registered postage to:

**THE CHAIRPERSON
THE SEARCH COMMITTEE FOR THE APPOINTMENT OF PRO VICE-
CHANCELLOR/REGISTRAR/ DIRECTOR OF FINANCE
SEARCH COMMITTEES SECRETARIAT, TESANO CAMPUS
GHANA COMMUNICATION TECHNOLOGY UNIVERSITY
P.M.B 100
ACCRA NORTH**

The application dossier must include the following:

- i. Curriculum vitae with documentation on personal history, academic credentials, working experience and names, telephone numbers and current email addresses of three (3) referees.
- ii. A statement of between 2,000 to 2,500 words indicating how they would use the position to advance the vision and mission of Ghana Communication Technology University
- iii. One Passport photograph.
- iv. Copies of all relevant academic and professional certificates
- v. Candidates must request their referees to submit their references directly to the above address

Closing Date for submission of applications: Friday, February 11, 2022

Only shortlisted applicants will be contacted.