



GHANA TELECOM UNIVERSITY COLLEGE

VACANCIES

Applications are invited from suitably qualified persons with successful professional background for appointment at Ghana Telecom University College to the following positions:

1. Registrar
2. Director of Research and Consultancy
3. Director of Quality Promotion and Assurance
4. Quality Promotion and Assurance Officer
5. Estate Manager
6. Procurement Manager
7. Lecturers and Senior Lecturers

Registrar

- i. **Role:**
Reporting to the President of the University, serves as the University's Chief Administrative Officer responsible for the University's institutional strategic planning, policy formulation and administration of the offices within the Registry including Student Admissions, Exams & Records, Human Resources, Student Affairs and General Administration.
- ii. **Qualification and Experience:**
 - ❖ Must have a minimum of Masters Degree with distinguished academic and industry leadership record as well as the capacity to motivate and guide the leadership, faculty and staff.
 - ❖ Must have at least ten(10) years working experience in a tertiary institution, five (5) of which should have been in leadership positions such as Registrar, Deputy Registrar, Faculty Dean or Head of Department or an analogous position.

Director of Research and Consultancy

- i. **Role:**
Establish and implement research and consultancy plans, consistent with GTUC's mission and its institutional profile.
 - ❖ Assist with the supervision and coordination of individual graduate student's thesis.
 - ❖ Plan and supervise the Department's academic and administrative activities in order to assure the proper use of the material and financial resources.
- ii. **Qualification and Experience:**
 - ❖ Must have Ph.D with a minimum of five (5) years working experience in a tertiary institution, three (3) of which should have been in leadership positions such as Faculty Dean or Head of Department or an analogous position.
 - ❖ Must have experience in obtaining public and private funds, both nationally and internationally, for research and innovative technology.

Director of Quality Promotion and Assurance

- i. **Role:**
 - ❖ To provide vision and strategic leadership in all quality assurance matters in the academic and support sectors of the University. This includes negotiations with different university communities for internal and external quality assurance processes.
 - ❖ To oversee the efficient management and administration of the university's Quality Promotion and Assurance Unit.
 - ❖ To promote best practice and QA developments across the university.
- ii. **Qualification and Experience:**
 - ❖ Must have Ph.D with a minimum of five (5) years working experience in a tertiary institution, three (3) of which should have been at senior management level.
 - ❖ Must show evidence of in-depth and extensive knowledge of higher education and related quality assurance policies, processes and issues.

Quality Promotion and Assurance Officer

- i. **Role:**
 - ❖ Coordinate the writing and revising the Standard Operating Procedures and Quality Manual with other departments.
 - ❖ Manage the Quality Assurance Database.

- ii. **Qualification and Experience:**
 - ❖ Must possess a Master's Degree with relevant work experience of Quality Assurance at an academic institution.
 - ❖ Must possess excellent verbal and written communication skills and excellent attention to details.

Estate Manager

- i. **Role:**
 - ❖ Provide leadership and guidance in the development and maintenance of the University's physical, utility and furnishing structures and facilities – civil, landscape, electrical, plumbing and related works and projects and manage the risks associated with these.
 - ❖ Manage the relationship and contract performance with clients to ensure that the University receives high quality, efficient and cost effective services that meet University business and regulatory requirements.
- ii. **Qualification and Experience:**
 - ❖ Must possess a Master's Degree in Estate Management or related fields with at least four (4) years post-qualification working experience in a senior management position in an educational, estate, and corporate organization.
 - ❖ Must possess contemporary management and leadership skills and desired behaviour with knowledge and expertise in job functions.

Procurement Manager

- i. **Role:**
 - ❖ This position is responsible for the overall supply chain, procurement, acquisition and distribution of materials and equipment by maintaining the supply inventory in a cost saving and timely manner for the University.
 - ❖ The Procurement Manager will also serve as a resource to senior management and line managers in matters related to purchasing procedures, expense reduction initiatives, value analysis and related contract negotiations.
- ii. **Qualification and Experience:**
 - ❖ Must have masters degree in Supply Chain or Procurement/Purchasing Management or equivalent professional qualification e.g. MCIPS.
 - ❖ Must have at least five (5) years progressive experience in Purchasing & Sourcing preferably in a strategic or corporate setting, three (3) of which should have been in leadership position.

Positions: Professors / Associate Professors/Senior Lecturers / Lecturers

- a. **Summary of Responsibilities**
An applicant must be able to teach both undergraduate and postgraduate courses in Telecommunication and Computer Engineering, Computer Science and Information Technology (IT), Business Management/ Administration; eg. Project, HRM, Marketing, Finance, Supply Chain, Forensic and Network Computing, Microelectronics etc.
- b. **Qualification and Experience**
 - i. Candidates must possess a minimum of Masters or preferably PhD in related areas of specialization with teaching, research and publication credentials that merit the position being applied.
 - ii. Candidates must have experience in student project work supervision and academic advising.
 - iii. Must be prepared to lecture in the day, evening and weekend sessions, where applicable.

Mode of Application

Applicants should forward letter of interest with the following materials:

- a. Curriculum Vitae, including names and addresses of two (2) referees
- b. Copies of relevant certificates

Applications should be sent electronically to hresource@gtuc.edu.gh and a copy to eadjepong@gtuc.edu.gh. In the alternative, hard copies of the application and supporting documents should be forwarded to the Ag. Registrar, Ghana Telecom University College, PMB 100, Accra-North.

Ag. Registrar