



## VACANCY ANNOUNCEMENT

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### Vacancy for Senior Level Administrative Position

The University of Ghana hereby, invites applications from suitably qualified persons for the position of **Dean of International Programmes** from **1<sup>st</sup> August 2024**.

**POSITION:**                      **Dean of International Programmes**

**REPORTING TO:**              Pro Vice-Chancellor (Academic and Student Affairs)

#### DUTIES

The Dean of International Programmes shall, under the Pro Vice-Chancellor (Academic and Student Affairs), be responsible for:

1. Implementation of the University's Internationalization strategy through the identified strategic priorities for internationalization
2. management of all agreements establishing links between the University and foreign institutions of learning;
3. promotion and advertisement of the programmes of the University to international students and researchers;
4. organization of summer schools and orientation programmes for foreign students;
5. provision of guidance and counselling services for international students in consultation with the Careers and Counselling Directorate;
6. coordination of staff and student exchange and external staff training programmes;
7. creation and maintenance of a comprehensive database of international partnerships and programmes; and
8. performing such other functions as shall be determined by the University Council.

## QUALIFICATIONS AND ATTRIBUTES

The successful applicant must:

- (a) Be of at least, the rank of Associate Professor or a person from industry eligible to be appointed Associate Professor.
- (b) Be capable of providing managerial and administrative leadership to the Office of International Programmes and its affiliated units and must have the capacity to promote a collegial working environment within the Office;
- (c) Have the vision and the drive to oversee the growth and development of International Programmes;
- (d) Understand and have an international outlook, specifically in current trends in the higher educational landscape; and,
- (e) Be able to market the University internationally and raise funds.

## TENURE

The successful applicant shall hold office for a period of three years on terms and conditions recommended by the Appointments Board and is eligible for re-appointment for a further term of up to three years.

## METHOD OF APPLICATION

Applicants are required to submit the complete application pack addressed to the Registrar, University of Ghana, through [vacancies@ug.edu.gh](mailto:vacancies@ug.edu.gh) (Electronic copy only). Hard copy applications will not be accepted.

**The application pack should be submitted as a single PDF file and should contain the following:**

- i. Completed application form for Senior Level Administrative Positions (UAB Form 1C) to be downloaded from the University's website at [www.ug.edu.gh/hrodd/](http://www.ug.edu.gh/hrodd/).
- ii. An up-to-date Curriculum Vitae and copies of relevant academic and/or professional certificates.
- iii. A statement of about 2,500 words (not more than five pages) indicating how the applicant intends to use the period in office to address relevant issues that will ensure that the University achieves its mission and vision **as contained in the**

**new University of Ghana Strategic Plan (2024-2029). The new UG strategic plan, 2024-2029 can be downloaded at: <http://www.ug.edu.gh/pad/publication/ug-strategic-plan>**

Further information about the University of Ghana may be found on the University website at [www.ug.edu.gh](http://www.ug.edu.gh).

Only shortlisted applicants will be contacted.

### **CLOSING DATE**

- Applications should reach the **Registrar** through [vacancies@ug.edu.gh](mailto:vacancies@ug.edu.gh) not later than the close of day on **31<sup>st</sup> May 2024**.
- Additionally, as part of the application, applicants should submit the names, telephone and email details of three persons familiar with their professional competencies, and who are willing to provide references for the applicant.

**REGISTRAR**

**30<sup>TH</sup> APRIL 2024**