



VACANCY ANNOUNCEMENT

Vacancy for Senior Level Administrative Position

The University of Ghana hereby, invites applications from suitably qualified persons for the position of **College Registrar** assigned to the College of Health Sciences, to take effect from **1st January 2025**.

POSITION: College Registrar

REPORTING TO: Provost, College of Health Sciences

OBJECTIVES OF THE COLLEGE: The College of Health Sciences shall advance the objectives of each of its constituent Units and shall in particular:

1. develop world-class graduates to meet national and global developmental needs through quality teaching, learning and research;
2. create a congenial environment for memorable teaching, learning and research experiences for faculty and students;
3. enhance the research capabilities and output of faculty, students and employees;
4. establish and promote the internationalisation of the programmes and courses of study and instruction in the College;
5. enhance employee capacity through systematic staff development programmes;
6. coordinate the mobilisation of resources for the College;
7. help the establishments achieve academic excellence in Health Education and support the development of their teaching, research and extension programmes; and
8. promote the development of sustainable health programmes.

DUTIES

1. The College Registrar shall be the head of the administration of the College under the Provost and subject to any directives that the Registrar may issue from time to time.

- a. Without prejudice to the generality of (1) above, the College Registrar shall under the Provost and subject to the direction of the Registrar:
 - b. be the secretary to the College Advisory Board, the College Academic Board and the Committees of the College and College Academic Board and keep records and conduct correspondences on their behalf;
 - c. be responsible for the administration of all academic programmes and coordination of administrative functions of the College;
 - d. be responsible for the management of all administrative and professional employees of the University in the College;
 - e. be responsible for the management of the administration of the College; and
 - f. be the liaison between the College and the Central Administration of the University on all administrative and policy issues.
2. The College Registrar shall be a member of the College Academic Board.
 3. The College Registrar shall be assisted in the execution of the functions of their office by an Academic Affairs Officer, a Human Resource Officer, an Admissions Officer, an Examinations Officer, a Materials Officer, a Facilities Officer, an Audit Lead, a Risk Officer, a Legal Affairs Officer and such other officers as the University may appoint and in accordance with the University's Statutes.

QUALIFICATIONS AND ATTRIBUTES

The College Registrar shall be of the rank of at least a Deputy Registrar or a person from industry eligible for appointment as such. Candidates must have a good first degree as well as an advanced degree in a relevant field, with not less than 15 years' cumulative, progressively responsible experience at management level in an institution of higher education.

TENURE

The person appointed as College Registrar shall hold office for a period of four years and on terms and conditions recommended by the Appointments Board and is eligible for re-appointment for a further term of up to four 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 (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
- 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 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.

Only shortlisted applicants will be contacted.

CLOSING DATE

- Applications should reach the **Registrar** through vacancies@ug.edu.gh not later than the close of day on **14th June 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

30TH APRIL 2024