



VACANCY ANNOUNCEMENT

Vacancy for Senior Level Administrative Position

The University of Ghana hereby, invites applications from suitably qualified persons for the position of **Director, Institute for Environment and Sanitation Studies**, College of Basic and Applied Sciences, to take effect from **1st August 2024**.

POSITION: Director, Institute for Environment and Sanitation Studies

REPORTING TO: Provost, College of Basic and Applied Sciences

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

1. Develop world-class scientists to meet national and global developmental needs through quality teaching, learning, research, innovation and extension;
2. Enhance employee capacity through systematic staff development programmes;
3. Enhance research capabilities of staff for increased output in teaching and publications;
4. Develop effective processes for public engagement through extension services, policy development and advocacy; and
5. Create a congenial environment for teaching research and student learning experiences.

DUTIES

1. The Director is responsible for providing leadership to the Institute and for maintaining and promoting the efficiency and good order in accordance with the policies and procedures prescribed by the University Act and Statutes, or as may be determined by the Council, the Academic Board and the Institute Management Committee.

2. The Director is to ensure that the approved programmes and functions of the Institute are duly carried out by members of the Institute.
3. The Director is also responsible for the general administration of the Institute in respect of human, financial and material resources within the general framework of University policy.

QUALIFICATIONS AND ATTRIBUTES

The successful candidate must:

1. Be of at least, the rank of Associate Professor or a person from industry eligible to be appointed as Associate Professor.
2. be capable of providing academic leadership especially in the area of teaching, research and extension in the relevant disciplines.
3. provide evidence of managerial and administrative leadership and capacity to promote a collegial working environment in the School.
4. demonstrate capacity to attract funding for research and development.
5. have the vision and the drive to oversee the growth and development of the Institute.

TENURE

A Director shall hold office for 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 (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 **31st May 2024**.
- Additionally, as part of the application, applicants should submit the names, telephone and email details of two persons familiar with their professional competencies, and who are willing to provide references for the applicant.

REGISTRAR

30th April 2024