



INTERNAL ADVERTISEMENT

The University of Ghana hereby invites applications from staff of the University of Ghana for appointment as Archivists in the University of Ghana Archives.

POSITION: ARCHIVIST

REPORTING TO: UNIVERSITY ARCHIVIST

JOB ROLE

The primary responsibility of an Archivist is to organize, preserve and make records accessible for the execution of various activities in furtherance of the University's mandate as well as to help achieve the University's mission and vision. The duties of the Archivist include:

1. Conducting records surveys.
2. Identification and selection of potential archival materials.
3. Preparation, retention and disposition schedules.
4. Preparation of archives finding aids.
5. Provision of reference services.
6. Education of staff, students and other clients on the value of records.
7. Assisting in the training and supervision of subordinate staff.
8. Assisting in project communication and meeting activities.

QUALIFICATIONS

1. Applicants must:
 - a. be staff of the University of Ghana at the rank of at least, Senior Administrative Assistant or equivalent;
 - b. Have a Bachelor's degree in a relevant discipline;
 - c. Possess a Master's degree in Archival Studies/Information Studies from a recognised University and;

- d. have at least two years' relevant post-Master's degree qualification experience.
2. Required knowledge, ability and skills
 - a. The position requires persons with high level of integrity, and the ability to handle information in a sensitive and confidential manner.
 - b. Excellent oral and written communication skills.
 - c. Excellent attention to detail and deadlines.
 - d. Highly motivated and resourceful.
 - e. Very good ICT skills.

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). Hard copy applications will not be accepted.

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

1. Completed application form for Senior Administrative and Professional employees (**UAB Form 1B**) to be downloaded from the University's website at: www.ug.edu.gh/hrodd;
2. An up-to-date Curriculum Vitae;
3. Copies of relevant educational and/or professional certificates; and,
4. Two reference letters, at least one of which should be from a Head of Unit in the University of Ghana, with whom the applicant has worked. The reference letters should, among others, include the following information on the candidate:
 - a. Professional competence and work output
 - b. Leadership abilities and sense of responsibility
 - c. General contribution to the work of the University (or relevant organization)
 - d. Interpersonal skills

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 **12th July 2024**.

REGISTRAR

5th June 2024