

ACCRA TECHNICAL UNIVERSITY

NON-TEACHING STAFF VACANCIES

Applications are invited from qualified and interested persons to fill the under listed positions:

A. **Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialization.**

1. SENIOR / ASSISTANT DEVELOPMENT OFFICER:

- a. Senior/Assistant Development Officer (Architect)
- b. Senior/Assistant Development Officer (Structural Engineer)
- c. Senior/Assistant Development Officer (Services Engineer)

Job Requirement and Experience

- Minimum of MSc Degree in a relevant field (Architecture, Civil **OR** Structural Engineering, Electrical or Mechanical Engineering, respectively).
- Must be a member of a recognized professional body in the relevant field.
- Minimum of six (6) years post qualification experience.
- Experience in University facilities management is an added advantage.
- Candidates must show clear evidence of ability to hold schedule(s) without supervision.

2. ASSISTANT/ ACCOUNTANT

Job Requirement and Experience

- Applicant must be chartered Accountant and hold a Masters' degree in the relevant field.
- Applicant must have served as an Assistant Accountant in a University or comparable grade in a similar institution/organization for at least two (2) years.
- Applicant must be computer literate and be conversant with accounting software applications.
- Applicant must have good budget preparation and Management of donor funded projects.

Experience in the following areas is required:

- Budget preparation: and
- Management of donor funded projects.

Duties and Responsibilities

The Accountant shall assist the Director of Finance in the overall management and administration of the Office and functions as provided for in the Technical University Act,2016(Act 922) and the Accra Technical University Statutes.

3. JUNIOR / ASSISTANT REGISTRAR (PUBLIC RELATIONS)

Job Requirement and Experience

- Applicant must hold at least a Master's degree in Communication Studies / Development Communications with two (2) years post-qualification relevant experience in a tertiary institution, industry, or any relevant public service organisation. **OR**
- Must have at least two (2) years post-qualification experience as a Junior Assistant Registrar.
- Demonstrate strong judgment, excellent oral and written communication skills, interpersonal skills and professional presentation.
- Social media savviness would be an added advantage.

Duties and Responsibilities

The Assistant Registrar, Public Relations, shall assist the Director of Public Affairs in the overarching goal of designing, developing and delivering positive and effective communication and public relations strategies, including media releases and advertisement towards the attainment of the mission and vision of the University:

- Develop communication strategies and messages to reflect the positioning and branding for the university, its faculties and centres;
- Track media coverage or PR metrics;
- Write creative content for internal and external publications; constant management and update of University website with news items, pictures and information on regular basis;
- Organising and execution of official functions and campaigns;
- Develop and use social media platforms to further engagements and community-building.

4. PRINCIPAL NURSING ASSISTANT

Job Requirement and Experience

- A Bachelor in Nursing / Midwifery / Diploma of Nursing from a recognized and accredited institution / State Registered Nurse with the Nurses and Midwifery Council; **AND**
- Must have served as Senior Nursing Officer in a University or comparable grade in a similar institution / organization for at least **five (5) years**.

Duties and Responsibilities Include:

- Performing the duties of Senior Nursing Officer at a high level of responsibility;
- Assisting in providing inputs for the preparation of the Clinic/Hospital budget;
- Assisting in stock taking of Clinic/Hospital materials;
- Assisting in managing the assets e.g. medical equipment, computers, files, furniture, cabinets etc., under the control of the Clinic/Hospital; and
- Any other duties that may be assigned from time to time.

5. PHARMACY TECHNICIAN

Job Requirement and Experience

- A minimum of Higher National Diploma in Dispensing Technology or equivalent qualification from the University; **AND**
- Must be a member of the Pharmacy Technician Association of Ghana.
- Minimum of five (5) years post-qualification experience in hospital pharmacy practice in an IT-enabled environment.

Core Competences

- Computer skills in pharmacy data capture, processing and analysis.
- Skills in dispensing of pharmaceutical drugs.
- Skills in record keeping and compilation of statistics.
- Be familiar with routine quality assurance procedures in pharmacy operations.

Duties and Responsibilities Include:

- Performing the duties of a Pharmacy Technician at a high level of responsibility.
- Maintaining pharmacy's (and its patients' employees') safety by adhering to infection-control procedures, policies and regulations.
- Processing prescriptions in compliance with legislation and established policies and procedures under pharmacist supervision.
- Collaborating with the pharmacist and other healthcare professionals in delivering quality service.

6. COMMUNICATION /GRAPHIC DESIGNER

Job Requirement and Experience

- A good degree in Communication Design or related field.
- A minimum of 3 years working experience at organizational or Institutional level.
- Compelling portfolio of work over a wide range of creative projects.
- Proven familiarity with design software and technologies such as Cinema 4D, Adobe Illustrator, Adobe Photoshop, InDesign and Corel Draw.
- A good understanding of marketing and communication strategies to aid in creating visual concepts.
- Creative flair, strong visual sense and a keen eye for aesthetics.
- Knowledge in operating printing and branding equipment.
- Ability to work methodically and meet deadlines.

Duties and Responsibilities Include:

The communication or graphic designer will be responsible for creating high converging designs within our brand guidelines. This will include illustration of creative and innovative designs for product development team; graphic design for social media adverts, display banners, emails and web,

as well as designs and illustrations for marketing campaigns. These assets will often be the first touch point for prospective clients to our brand.

B i. SENIOR DRIVER

Job Requirement and Experience

The applicant must possess a minimum of a valid Driving **License F** and a minimum of three BECE passes and must have served continuously as Driver Grade I for at least three (3) years in a similar institution/organization. GCE 'O' Level/SSSCE/WASSCE Certificate shall be an advantage.

Duties and Responsibilities

The Senior Driver shall assist the Transport Officer in the overall management and administration of the Transport Section and perform duties which include:

- Driving
- Enforcing rules and regulations on driving
- Enduring cleanliness of vehicles
- Repairs, maintenance and smooth running of the University's vehicles.

ii. DRIVER GRADE 1

Job Requirement and Experience

The applicant must possess a minimum of a valid Driving License **D** and a minimum of three BECE passes and must have served continuously as Driver Grade II for at least six (6) years in a similar institution/organization. GCE 'O' Level/SSSCE/WASSCE Certificate shall be an advantage.

Duties and Responsibilities

The Driver Grade I shall assist the Transport Officer in the overall management and administration of the Transport Section and perform **duties** which include:

- Driving
- Enforcing rules and regulations on driving
- Enduring cleanliness of vehicles
- Repairs, maintenance and smooth running of the University's vehicles.

iii. ELECTRICIAN

Job Requirement and Experience

Must possess the Electrical Engineering Technician Part (II) certificate issued by a recognized institution with a minimum of two (2) years post qualification working experience.

Duties and Responsibilities Include:

- i. Assisting in identification of electrical faults;
- ii. Assisting in the repairs of electrical faults on the University properties;
- iii. Fixing of electrical fixtures and fittings;
- iv. Performing electrical wiring of University structures;
- v. Any other related duties that may be assigned from time to time.

iv. CARPENTER

Job Requirement and Experience

Applicant must hold the NVTI Certificate (Carpentry & Joinery/Furniture Craft) Or Advanced (Carpentry & Joinery/Furniture Craft) issued by a recognized institution. Must have at least two years post qualification working experience.

Duties and Responsibilities Include:

- i. Performing carpentry services for the University;
- ii. Carrying out repair works on furniture.
- iii. Performing routine maintenance work on doors, roofs, etc.
- iv. Any other related duties that may be assigned from time to time.

v. PLUMBER

Job Requirement and Experience

Must possess the NVTI Grade (I) Certificate in Plumbing or its equivalent issued by a recognized institution with at least two (2) years post qualification experience.

Duties and Responsibilities Include:

- i. Repairing of broken pipes, water closet units, faulty kitchen sinks, and water heaters etc;
- ii. Laying water pipes and sewage pipes;
- iii. Fixing of plumbing fixtures and fittings;
- iv. Assisting in taking care of tools and equipment entrusted to them;
- v. Any other related duties that may be assigned from time to time.

vi. MASON/TILER

Job Requirement and Experience

- Applicant must possess the NVTI Certificate in Masonry or its equivalent issued by a recognized institution with at least two (2) years post qualification experience
OR
- Intermediate Certificate in Block Laying and Concreting (B & C) or its equivalent
OR
- Block laying and Concreting (B & C) Advanced Craft.

Duties and Responsibilities

- i. Perform block-laying duties in the University;
- ii. Perform plastering and rendering works;
- iii. Perform screeding works;
- iv. Perform concrete casting works;
- v. Assist in taking care of tools and equipment entrusted to them;
- vi. Any other related duties that may be assigned from time to time.

vii. SECURITY GUARDS

Job Requirement and Experience

- Candidates must have attained the rank of Lance Corporal in the Police Service or equivalent status in the Armed Forces with a clean record;
OR
- Candidates must possess a minimum of GCE 'O' Level/BECE with 4 passes including English language;
OR
- Candidates must have a minimum of 5 years' experience with a recognized private security organization.

Duties and Responsibilities

- i. Assist in keeping the security situation on campus under constant review;
- ii. Follow operational procedures, practices and specific instructions in the course of exercising security duties;
- iii. Perform escort duties with regard to the institution's property and cash transportation as directed;
- iv. Patrol around the institution's offices, classrooms, hostel and residential areas;
- v. Respond to emergencies without delay;
- vi. Assist in the preparation of reports and statements on criminal cases;
- vii. Assist in taking care of office equipment; and;
- ix. Any other duties that may be assigned from time to time.

MODE OF APPLICATION

Interested qualified applicants may apply, providing an up-to-date Curriculum Vitae and copies of their relevant certificates as well as two sealed reference letters from their references to:

**THE REGISTRAR
ACCRA TECHNICAL UNIVERSITY
P. O. BOX GP 561
ACCRA**

Closing Date: Two (2) weeks after advertisement

Only shortlisted applicants shall be invited for interview

(SGD):

AG. REGISTRAR