

ACCRA TECHNICAL UNIVERSITY (ATU)
(Integrity, Creativity and Excellence)

VACANCY

The Governing Council of Accra Technical University invites applications from qualified and enterprising persons to fill in the position of a REGISTRAR.

ABOUT ACCRA TECHNICAL UNIVERSITY

Accra Technical University is located in the central business district of Accra, the Capital City of Ghana. The University was converted from a Polytechnic to a Technical University in September 2016 by an Act of Parliament establishing Technical Universities in Ghana. The University has been mandated by the Technical Universities Act, (Act 922), to provide higher education in engineering, science and technology-based disciplines, technical and vocational education and training, applied arts and related disciplines.

The University has a staff of about 600 made up of faculty, senior administrative officers and other supporting staff and a student population of about 16,000 made up of full-time and part-time students pursuing various academic and professional programmes. The Vision of the University is to be a Technical University of global excellence in competency-based and practice-oriented training, applied research and technology transfer.

THE POSITION OF THE REGISTRAR

- i. Responsible to the Vice-Chancellor, the Registrar shall be the Chief Administrative Officer of the University.
- ii. He/She is the Secretary to the Governing Council as well as all statutory Committees; and any other functions provided for in the Harmonised Statutes.
- iii. The Registrar shall be in charge of all administrative secretarial and human resource management functions of the University which include but is not limited to the following:
 - human resource development and management;
 - keeping and maintaining the inventory of the University's assets;
 - management and development of the University's assets;
 - administration and organisation of admissions;
 - organisation of all official ceremonies including matriculation, congregation and convocation;
 - The Registrar shall perform any other functions as may be assigned by the Governing Council or delegated by the Vice-Chancellor of the University.

TERMS OF APPOINTMENT

The terms and conditions of the appointment shall be determined by the University Governing Council and shall be consistent with stipulations in the Technical Universities Act 2016 (Act 922), the Statutes of the University as well as the harmonized Scheme of Service for Staff of Technical Universities (2019).

THE PERSON

- i.** Applicant must hold a minimum of Master's Degree preferably in Administration and Management related area.
- ii.** He/She must have served as Deputy Registrar in a University or comparable grade in a similar institution/organization for at least six (6) years. Applicant must be computer literate.
- iii.** Must be able to serve a full **FOUR-YEAR (4)** term of office before attaining the compulsory retirement age of **SIXTY (60)** years.
- iv.** Must show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism.

HOW TO APPLY FOR THE JOB

- Candidates are to submit an application letter and completed application forms obtained from the University's website at www.atu.edu.gh
- Applicants are to attach Curriculum Vitae and request three (3) referees to submit recommendation reports on the applicant to the stated address below.
- Applicants are to include a short statement of not more than four pages (Times New Roman size 12 and 1.5 line spacing) outlining their vision and strategies for the position.
- Applications must be delivered in a sealed envelope to the Registry of the University and also emailed to reach the address below (as applicable) not later than **August, 24th 2020**.
- Only shortlisted candidates shall be contacted.

The Chairman
Search Committee for Registrar
C/o Office of the Registrar
Accra Technical University
P. O. Box 561
Accra
Email: searchaturegistrar@atu.edu.gh
Email: registrar20@atu.edu.gh