



# CAPE COAST TECHNICAL UNIVERSITY

## EXECUTIVE SEARCH



**THE GOVERNING COUNCIL OF CAPE COAST TECHNICAL UNIVERSITY ANNOUNCES THE EXECUTIVE SEARCH FOR HARDWORKING, RESOURCEFUL AND VISIONARY PERSONS FOR THE FOLLOWING POSITIONS:**

- i. **Pro Vice-Chancellor**
- ii. **Registrar**
- iii. **Director of Internal Auditor**
- iv. **Librarian**

### **THE UNIVERSITY**

The Cape Coast Technical University was converted from a Polytechnic to a Technical University by an Act of Parliament establishing Technical Universities in Ghana. The University is mandated by the Technical Universities Act, 2016 (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 is a leading Technical University that offers high quality career-oriented programmes for national development.

### **1. PRO VICE-CHANCELLOR**

#### **The Position/Function**

- The Pro Vice-Chancellor shall be of Professorial status.
- The Pro Vice-Chancellor shall report to the Vice-Chancellor.
- The Pro Vice-Chancellor shall be a non-voting member of the University's Governing Council.
- The Pro Vice-Chancellor shall possess a minimum academic qualification of PhD or its equivalent in Engineering, Applied Sciences or Applied Arts.

#### **Terms of appointment**

- The Pro Vice-Chancellor shall hold office for a period of three (3) years and may be eligible for re-appointment for another term of three (3) years only if he/she is of a Professorial status.
- The terms and conditions of the appointment shall be determined by the Governing Council of the University, consistent with the

Technical Universities, Act 2016 (Act 922) as amended and Statutes of Cape Coast Technical University.

- The salary and Conditions of Service attached to this position are very attractive and are comparable to those in analogous universities in Ghana.

#### **The Person**

He/She must:

- Be of Professorial rank in the University.
- Be a distinguished and internationally acclaimed scholar, with a minimum academic qualification of PhD or its equivalent in Engineering, Applied Sciences or Applied Arts.
- Be of good character and demonstrate personal integrity.
- Have wide experience and knowledge in tertiary education and industry.
- Have proven capacity to motivate faculty, staff, students and manage the University assets.
- Possess excellent inter-personal and communication skills, be a team player and have the capacity to manage and control crisis.
- Have proven organizational and leadership skills.
- Be visionary, business-oriented and able to establish rapport between industry and the University.
- Have capacity to raise funds and other resources.
- Have a good understanding of the challenges facing the Technical University in particular and tertiary education.
- Have at least ten (10) years working experience in a senior management position in a tertiary education or related institution.
- Be able to serve a full term of three (3) years before reaching the statutory retirement age of sixty (60) years.

### **2. REGISTRAR**

#### **The Position/Function:**

The Registrar shall be:

- The Chief Administrative Officer of the University and responsible to the Vice-Chancellor.

- Responsible for coordination of the University's strategic planning, policy formulation and implementation.
- Responsible for supervision of the day-to-day operations of the offices within the Registry, including student admissions, examinations and records, Student Affairs, Human Resources and General Administration.
- The Secretary to the Governing Council, the Academic Board and selected Statutory Committees of the University.
- Responsible for the custody of Cape Coast Technical University seal and for affixing same to relevant documents of the Governing Council and the Academic Board.
- Responsible for the custody of all legal documents and records of the University.
- Responsible for publishing policy decisions of the Governing Council and the Academic Board of the University.
- Required to perform any other official functions as may be assigned by the Governing Council or delegated by the Vice-Chancellor of the University

#### **Terms of appointment**

- The Registrar shall hold office for an initial term of four (4) years. The appointment may be renewed upon application for another term only or part thereof if that is not beyond the statutory retirement age of sixty (60) years.
- The terms and conditions of the appointment shall be determined by the Governing Council of the University consistent with the Technical Universities, Act 2016 (Act 922) as amended and Statutes of Cape Coast Technical University.
- The salary and Conditions of Service attached to this position are very attractive and are comparable to those in analogous universities in Ghana.

#### **The Person**

He/She must:

- Have a minimum of research Masters' degree preferably in Administration, Management related area and preferably a professional qualification in the relevant discipline.

- Have at least twelve (12) years post qualification working experience in a senior administrative position in tertiary education or related institution.
- Have served at least six (6) years as a Deputy Registrar in a University or comparable grade in a similar institution/organization at the time of applying.
- Be a servant leader and be able to plan, organize, implement and administratively manage all activities related to the Office of the Registrar.
- Demonstrate sound judgement, initiative, resourcefulness, precision and professionalism.
- Be able to provide sound advice to the Vice Chancellor in all issues affecting the administrative functions of the University.
- Have wide experience in the management of student and staff records in a manner that is consistent with the University's mission and accreditation standards.
- Be able to develop implementation strategy to achieve the Mission and Vision of the University.
- Have excellent inter-personal and organizational skill and a commitment to outstanding student service.
- Be able to effectively communicate with students, administrators and external agencies.
- Be able to work with and influence others to achieve operational requirements.
- Be able to work effectively under pressure and meet deadlines.
- Be able to serve a full term of four (4) years before reaching the statutory retirement age of sixty (60) years.

### **3. DIRECTOR OF INTERNAL AUDIT**

#### **The Position/Function:**

The Director of Internal Audit shall be:

- Responsible for the internal audit of the accounts and financial transactions of the University.
- Required to report to the Governing Council through the Audit Committee.
- Responsible for the establishment and operation of an efficient and effective financial control system.
- Responsible for vetting all proposed expenditure to ensure compliance with laid-down internal control systems and other statutory requirements.

- Responsible for conducting periodic examination of the accounts of the University including all units with limited financial and operational autonomy.
- Required to monitor and ensure that all expenditure incurred has been authorized and are within budgetary provisions.
- Responsible for conducting periodic management audit and submit reports to the Vice-Chancellor and the Governing Council of the University.
- Responsible for liaising with External Auditors and ensure that appropriate action is taken on reported audit findings.
- Required to submit periodic audit reports on the activities of all Units of the University to the Council through the Vice-Chancellor.
- Responsible for ensuring that the University complies with the Internal Audit Agency Act, 2003 (Act 565) and all other relevant statutory regulations.
- Required to perform any other functions that the Vice-Chancellor and the Governing Council assign from time to time.

#### **Terms of Appointment:**

- The terms and conditions of the appointment shall be determined by the Governing Council of the University consistent with the Technical Universities, Act 2016 (Act 922) as amended and Statutes of Cape Coast Technical University.
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#### **The Person**

He/She must:

- Be a Chartered Accountant and hold a research Master's degree in a relevant field.
- Have at least twelve (12) years post-professional accountancy/auditing working experience in a tertiary institution, industry or any relevant public service or corporate organization.
- Have served at least a Deputy Internal Auditor in a University or comparable grade in a similar institution/organization for at least six (6) years.
- Be of good character and demonstrate personal integrity.
- Be a servant leader and be able to plan, organize, implement, and administratively manage all activities related to the Internal Audit Directorate.
- Be able to provide sound advice to the Vice-Chancellor and the Governing Council on compliance with laid-down internal control systems and any statutory requirements.

- Have extensive knowledge of University's financial policies, procedures, controls and processes and best auditing and finance practices.
- Have experience with a University's accounting, finance and auditing software and records management in a manner that is consistent with the University's mission and objectives.
- Be able to exhibit the highest professional and ethical standards in the oversight of University's accounting records and financial transactions.
- Possess excellent relational, communications and administrative skills in the supervision of staff in the Internal Audit Directorate.
- Be able to align the objectives of the Internal Audit Directorate with the mission and vision of the University and develop implementation strategy to achieve same.
- Have excellent interpersonal and organizational skills and commitment to outstanding University internal or external audit management.
- Have extensive experience in compliance with finance, accounting and audit regulations preferably in a University environment.
- Be able to effectively communicate with staff and external agencies.
- Be able to work with and influence others to achieve operational requirements in the Directorate.
- Be able to provide clear, practical and accurate advice to staff at all levels in the Internal Audit Directorate on financial and auditing procedures and requirements.
- Be able to work effectively under pressure and meet deadlines.

### **4. LIBRARIAN**

#### **The Position/Function:**

- The Librarian is the Head of the University Library and reports to the Vice-Chancellor in the management of the Library.
- He/She is responsible for the provision of adequate, relevant and up-to-date reading, and audio-visual materials to support teaching, learning, research, innovation and community service functions of the University.
- He/She provides leadership in advancing the University's teaching, research and innovation mission through a clear vision of the Library's role.
- He/She provides comprehensive strategic planning, incorporating of emerging technology, sound fiscal management and engagement of all members of the University community.
- He/She ensures the maintenance of a good environment for reading and learning in all libraries of the University.

- He/She exercises professional and administrative supervision over staff of the University libraries and ensures the efficient and effective running of the libraries of the University.
- He/She shall, in conjunction with the Library Committee, and subject to approval by the Academic Board, formulate policies for the maximum development and utilization of the libraries of the University.
- He/She shall represent the Library in contacts with Administration and committees of the University.
- He/She shall collaborate and maintain linkages with the relevant and appropriate institutional libraries and organizations within and outside the country in order to keep up with development trends and attain exposure to developed systems.
- He/She shall perform any other official duties that may be assigned from time to time by the Vice-Chancellor.

#### **Terms of Appointment:**

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- The salary and Conditions of Service attached to this position are very attractive and are comparable to those in analogous universities in Ghana.

#### **The Person**

He/She must:

- Possess a minimum of research Master's degree in Library or Information Science related studies. A PhD in Library Science or Studies is preferable
- Have served as a Deputy Librarian in a University or comparable grade in a similar institution/organization for at least six (6) years.
- Have a minimum of fifteen (15) cumulative publications.
- Be a scholar and a member of a Professional Body in Librarianship/Information Science.
- Be computer literate and be conversant with Library Software.
- Demonstrate sound judgment, initiative, resourcefulness, precision and professionalism.
- Be innovative and knowledgeable in procedures on the implementation of new technologies and Library services.
- Be able to ensure that adequate Library and research resources are available to meet faculty and student needs within assigned budget.

#### **Mode of Application**

- Candidates are to submit six (6) copies each of their application letter attached to their Curriculum Vitae, including names and addresses of three (3) referees.
- Applicants are to include a short statement of not more than four (4) pages (Times New Roman size 12 and 1.5 line spacing) outlining their vision and strategies for implementation.
- Applications must be hand delivered in a sealed envelope to the Registry of the University and signed for or submitted using a registered postal mail to reach the address below (as applicable) and copied to the email addresses below not later than July 12, 2019

- The Chairman

Appointments and Promotions Board  
c/o Office of the Registrar  
Cape Coast Technical University  
P. O. Box DL50  
Cape Coast  
Email: [registrar@cctu.edu.gh](mailto:registrar@cctu.edu.gh)

- The Chairman  
Search Committee for Registrar  
c/o Office of the Registrar  
Cape Coast Technical University  
P. O. Box DL50  
Cape Coast  
Email: [cctusearch2019@gmail.com](mailto:cctusearch2019@gmail.com)
  - The Chairman  
Search Committee for Director of Internal Audit  
c/o Office of the Registrar  
Cape Coast Technical University  
P. O. Box DL50  
Cape Coast  
Email: [cctusearch2019@gmail.com](mailto:cctusearch2019@gmail.com)
  - The Chairman  
Search Committee for Librarian  
c/o Office of the Registrar  
Cape Coast Technical University  
P. O. Box DL50  
Cape Coast  
Email: [cctusearch2019@gmail.com](mailto:cctusearch2019@gmail.com)
- **ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED**

**AG .REGISTRAR**