CAPE COAST TECHNICAL UNIVERSITY

EXECUTIVE SEARCH

DIRECTOR OF INTERNAL AUDIT

The Governing Council of the Cape Coast Technical University (CCTU) announces the vacancy of Director of Internal Audit and is seeking to recruit a suitably qualified person.

The University:

- A leading Technical University that offers high-quality career-oriented programmes for national development.
- Established in 1984 and converted from a Polytechnic to a Technical University by an Act of Parliament establishing Technical Universities in Ghana.
- Mandated by the Technical Universities Act, 2016 (Act 922) as amended in 2018 (Act 974), to provide higher education in Engineering, Science and Technology-based disciplines, Technical and Vocational Education and Training, Applied Arts and related disciplines.
- Envisioned to be a leading technologically innovative and entrepreneurial Technical University with a reputation in green and clean energy technologies.

The Position/Function:

- The Director of Internal Audit is a high-level independent corporate executive with overall responsibility for the Internal Audit of the University. He/she must be fully conversant with the risks, goals, policies, and processes of the University.
- The Director of Internal Audit administratively reports to the Vice-Chancellor. The reports from the Director of Internal Audit shall be submitted to the University Audit Committee through the Vice-Chancellor and copied to the Director-General of the Internal Audit Agency (IAA) and the Auditor General.
- In general, the Director of Internal Audit shall provide an independent, objective assurance and consulting services designed to add value and improve the University's operations. He/she shall help the University accomplish its objectives by bringing

a systematic disciplined approach to evaluating and improving risk Management, Control, and Governance processes.

The Director of Internal Audit shall be:

- 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 Management and the Governing Council assign him/her from time to time.

The Person:

The Director of Internal Audit must:

- be a Chartered Accountant and hold a master's degree in the relevant field.
- have at least Twelve (12) Years post-professional accountancy/ auditing work experience in a tertiary institution, industry or any relevant public service or corporate organization;
- or must have served, at least, as a Deputy Director of Internal Audit in a University or comparable grade in a similar institution/organisation for at least Six (6) years.
- be computer literate and be conversant with accounting/auditing software.
- be analytical, critical, results-oriented, innovative and visionary;
- possess hands-on ability to work independently;
- possess excellent communication, interpersonal and supervisory skills;
- be a good team player;
- be able to work under pressure to meet deadlines; and
- possess proactive commercial flair.

Terms of Appointment

- The Director of Internal Audit shall hold office for a term of four (4) years, which should be completed before the statutory retirement age of sixty (60) years. He/she may be eligible for re-appointment for a further term of up to four (4) years only, or part thereof.
- The terms and conditions of the appointment shall be determined by the Governing Council of the University in accordance with the Technical Universities Act 2016, Act 922 (as amended in 2018 by Act 974), and the 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 public universities in Ghana.

Mode of Application

1. Applicants are to submit:
    a. six (6) copies of application letter
    b. Updated Curriculum Vitae, including names and contacts of three (3) referees,
    c. A vision statement of not more than four (4) pages.
    d. Three (3) letters of reference
2. Applications must be hand-delivered or submitted by registered mail (as applicable) to reach the address below not later than **17th November 2025**.
   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
3. Soft copies of the application and all associated documents should be emailed to: searchcommittee08@gmail.com by the same deadline.

ONLY SHORTLISTED APPLICANTS SHALL BE CONTACTED