CAPE COAST TECHNICAL UNIVERSITY

OFFICE OF THE REGISTRAR

APPOINTMENT OF TEACHING/NON-TEACHING STAFF

The Cape Coast Technical University invites applications from suitably- qualified persons for the following positions:

1. Teaching Staff
2. Non-Teaching Staff

TEACHING

i. **Professor –** Candidates must
   - Have terminal degree (PhD) or its equivalent
   - Have taught for a minimum of three (3) years as an Associate Professor
   - Have at least ten (10) cumulative relevant publications in recognized reputable peer-reviewed journals since promotion to the rank of Associate Professor.

ii. **Associate Professor –** Candidate must
   - Have terminal degree (PhD) or its equivalent
   - Have taught for a minimum of four (4) years as a Senior Lecturer
   - Have at least eight (8) publications in recognized reputable peer-reviewed journals since promotion to the rank of Senior Lecturer.

iii. **Senior Lecturer –** Candidates must
   - Have terminal degree (PhD) or its equivalent
   - Have taught for a minimum of four (4) years as a Lecturer
   - Have at least six (6) publications in recognized reputable peer-reviewed journals since appointment as Lecturer

iv. **Lecturer –** Candidate must
   - Possess a terminal degree (PhD) or its equivalent professional qualification in a relevant subject area. Evidence of at least two publications in reputable peer-reviewed journals will be an added advantage.

v. **Assistant Lecturer –** Candidate must
   - Possess a research master's degree or its equivalent professional qualification in a relevant subject area.

Subject Area:

Graphics and Multimedia, Library and Information Science, Statistics (with knowledge in Modern Software), Hospitality Management (Food and Beverage/Event Management), Accounting/Finance, Agribusiness, Business Communication, Auto-Mechanical Engineering, Electrical Automation Engineering, Environmental Science/Engineering.

SENIOR MEMBERSHIP POSITIONS

i.   **ICT Officer –** Candidate must
- Have a minimum of Master's degree in Information Technology
- Have at least eight (8) years post-qualification experience in senior management position in Information Technology management in a tertiary institution, industry or any relevant public service organization.
  Or
- Have served as an Assistant ICT Officer for at least four (4) years.

ii.   **Accountant –** Candidate must
- Be a Chartered Accountant and hold a Masters' degree in the relevant field.
- Have served as an Assistant Accountant in a University or comparable grade in a similar institution/organization for at least three (3) years.
- Be computer literate and be conversant with accounting software applications.

iii.   **Junior Assistant Registrar –** Candidate must
- Have a master's degree preferably in Administration and Management related areas.

iv.   **Junior Assistant Planning Officer –** Candidate must
- Have a master's degree in relevant area.

SENIOR STAFF POSITIONS

i.   **Senior Accounting Assistant –** Candidate must have
- A Bachelor's degree in Accounting or related area awarded by a recognized institution; or
- HND (Accountancy) or related area awarded by a recognized institution and have served as Auditing Assistant in a University or comparable grade in a similar institution/organization for at least four (4) years; or
- Relevant Part Professional Certificate (final Certificate or Chartered Institute of Purchasing and Supply or equivalent qualification) with two (2) years' relevant working experience.

ii.   **Accounting Assistant –** Candidate must have
- HND (Accountancy) or related area awarded by a recognized institution

iii.   **Senior Administrative Assistant**
- A Bachelor's degree in relevant area awarded by a recognized institution; or
- HND (Secretaryship & Management Studies) or relevant area of study awarded by a recognized institution.
- Served as Administrative Assistant in a University of comparable grade in a similar institutions/organization for at least four (4) years; or

- Private Secretary Certificate and have served as Administrative Assistant for five (5) years relevant experience.

iv. **Senior Technician** – Candidate must have
- A Bachelor's degree in a relevant field awarded by a recognized institution
- HND in a relevant field awarded by a recognized institution; or
- Part (III) of relevant Technician Certificate
- Must have served as Technician/Technologist in a University or comparable grade in a similar institution/organization for at least four (4) years
- Applicant must be a computer literate.

v. **Technician** – Candidate must have
- HND in a relevant field awarded by a recognized institution; or
- Part (III) of relevant Technician Certificate
- Applicant must be a computer literate.

MODE OF APPLICATION AND CLOSING DATE

- All interested applicants who meet the above criteria should please submit ten (10) copies of completed relevant employment application forms (obtainable from the Cape Coast Technical University's website www.cctu.edu.gh) and a comprehensive Curriculum Vitae (CV) together with relevant supporting documents to:

> The Registrar
> Cape Coast Technical University
> P. O. Box DL 50
> Cape Coast

- The closing date for the receipt of application forms is Monday, July 15, 2024
- **ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED**

Signed

REGISTRAR