

Registrar at Cape Coast Technical University (CCTU)

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Company: Cape Coast Technical University (CCTU)

Location: Ghana

Category: other-general

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

Cape Coast Technical University (CCTU) was established by an ACT of Parliament in 1966 (Act 169), as amended in 1986 (Act 247). The University is a public funded institution and a pioneer in renewable energy education among the Technical Universities in Ghana. The vision of the University is to be a leading technologically innovative and entrepreneurial Technical University with a reputation in green and clean energy technologies. Our mission is to provide quality technical, vocational and entrepreneurial education that inspires learners to be creative and driven towards technological-based and sustainable solutions for communities and industries within the country and the sub-region. The University offers Tertiary (4-year B. Tech., B. Tech. Top-up and HND) and Non-Tertiary programmes (Diploma and Professional programmes) under the Six (6) Schools, namely: School of Engineering, School of Applied Sciences and Technology, School of Applied Arts, School of Built and Natural Environment, School of Business and Management Studies and School of Graduate Studies. The flexibility in the delivery of teaching and training is in three (3) modules: regular, weekend and evening sessions.

The university currently has a total student population of over 4,000 students and a total staff strength of 1,000. Other information about the University is accessible at its website:

A. 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 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 a term of four (4) years and may, upon application, be eligible for re-appointment for another term of up to four (4) years only provided that no part of the renewed term enters the compulsory retirement age.
- The terms and conditions of the appointment shall be determined by the Governing Council of the University consistent with the Technical Universities, Act 6 (Act) as amended 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 universities in Ghana.

The Person

He/She must:

- Have a minimum of Masters' degree preferably in Administration and Management related areas.
- Have served at least six (6) years as a Deputy Registrar in a University or comparable grade in a similar institution/organization.
- 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 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.

LocationCape Coast

How To Prepare and Apply For The Job

- Candidates are to submit an application letter and a statement of not more than 5 pages (Times New Roman, font size and line spacing) outlining their vision for the University and strategies for implementation and also prepare power point for presentation within minutes.
- Applicants are to attach CV including names and addresses of 3 referees who can attest to their qualities
- Five (5) Copies of the application document should be addressed using the address provided below, and hand-delivered in a sealed envelope or by a courier to the Council Secretariat of the University and signed for.

The Chairman,

Search Committee for Registrar

C/o Office of the Registrar

Cape Coast Technical Box DL

Cape Coast

and also email Date: August, 3

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