

## Registrar at Koforidua Technical University (KTU)

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Company: Koforidua Technical University (KTU)

Location: Ghana

Category: other-general

The Governing Council of Koforidua Technical University (KTU) announces for the information of interested candidates, vacancies for the positions of Vice-Chancellor, Registrar, Director of Finance and Librarian, and invites applications from qualified and competent persons for the positions which become vacant on 1st October, 3.

### **The University**

Koforidua Technical University was established by an Act of Parliament, Act (6) and amended by Act (8). The vision of the University is to be providers of standard science and technology education, a center of excellence in applied research and a reference point for solutions to community problems; the mission of the University is to provide tertiary level technical education through the development of career-focused skills in collaboration with industry; and the core values of the University are innovation, integrity and impact.

The University currently has a total student population of 8, students and a total staff population of .

### **The Position OF THE REGISTRAR**

- The Registrar, who is the Chief Operating Officer under the Vice-Chancellor is responsible for the day-to-day administration of the University.
- The Registrar is the Secretary to Council and all other Boards and Statutory Committees of the University.
- He/she provides strategic advice and briefings to the Vice-Chancellor and is expected to provide leadership and management across a number of administrative activities in the University.

## Qualification Required & Experience

A person seeking appointment as Registrar must have:

- A minimum of Master's degree preferably in Administration and/or Management related fields of study;
- Served as a Registrar or Deputy Registrar in a University or comparable grade in a similar institution/organization for at least six (6) years on the Deputy Registrar position;
- Excellent managerial, communication and interpersonal skills;
- A deep appreciation of the higher education landscape in Ghana;
- A strong proven sense of public morality and integrity, and
- Considerable experience in dealing with a wide range of internal and external publics; and
- Appreciable knowledge in Information Communication and Technology.

## Terms of Appointment

- The Registrar shall hold office for a term of four (4) years and is eligible for re-appointment for another term only provided that no part of the renewed term enters the compulsory retirement age.
- Salary and Conditions attached to the position are very attractive

**Location**Koforidua

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