



VACANCY ANNOUNCEMENT

Vacancy for Senior Level Administrative Position

The University of Ghana hereby, invites applications from suitably qualified persons for the position of **Principal, Accra City Campus**, to take effect from **1st August 2024**.

POSITION: Principal, Accra City Campus

REPORTING TO: Pro Vice-Chancellor, Academic and Student Affairs

ACCRA CITY CAMPUS

A semi-autonomous campus of the University of Ghana, the Accra City Campus expands the reach of the University by offering a wide range of programmes in the Central Business District of Accra.

DUTIES

1. The Principal is the academic and administrative head of the Accra City Campus and is required to provide administrative and academic direction and leadership for the Campus, as determined by the Council and Academic Board of the University.
2. The Principal is responsible for providing leadership to the Campus and for maintaining and promoting the efficiency and good order per the policies and procedures prescribed by the University Act and Statutes, or as may be determined by the Council and the Academic Board.
3. The Principal is to ensure that the approved programmes and functions of the Campus are duly carried out.
4. The Principal is also responsible for the general administration of the Campus in respect of human, financial and material resources within the general framework of University policy.

QUALIFICATIONS AND ATTRIBUTES

The successful candidate must:

1. Be of at least, the rank of Associate Professor or a person from industry eligible to be appointed as Associate Professor.
2. Be capable of providing academic leadership especially in the area of teaching, research and extension in the relevant disciplines.
3. Provide evidence of managerial and administrative leadership and capacity to promote a collegial working environment in the School.
4. Demonstrate capacity to attract funding for research and development.
5. Have the vision and the drive to oversee the growth and development of the Accra City Campus.

TENURE

The Principal shall hold office for a period of three years on terms and conditions recommended by the Appointments Board and is eligible for re-appointment for a further term of up to three years.

METHOD OF APPLICATION

Applicants are required to submit the complete application pack addressed to the Registrar, University of Ghana, through vacancies@ug.edu.gh (Electronic copy only). Hard copy applications will not be accepted.

The application pack should be submitted as a single PDF file and should contain the following:

- i. Completed application form for Senior Level Administrative Positions (UAB Form 1C) to be downloaded from the University's website at www.ug.edu.gh/hrodd/.
- ii. An up-to-date Curriculum Vitae and copies of relevant academic and/or professional certificates.
- iii. A statement of about 2,500 words (not more than five pages) indicating how the applicant intends to use the period in office to address relevant issues that will ensure that the University achieves its mission and vision **as contained in the new University of Ghana Strategic Plan (2024-2029). The new UG**

strategic plan, 2024-2029 can be downloaded at:
<http://www.ug.edu.gh/pad/publication/ug-strategic-plan>

Further information about the University of Ghana may be found on the University website at www.ug.edu.gh.

Only shortlisted applicants will be contacted.

CLOSING DATE

- Applications should reach the **Registrar** through vacancies@ug.edu.gh not later than the close of day on **31st May 2024**.
- Additionally, as part of the application, applicants should submit the names, telephone and email details of two persons familiar with their professional competencies, and who are willing to provide references for the applicant.

REGISTRAR

30th April 2024