



# VACANCY ANNOUNCEMENT

## COLLEGE OF EDUCATION UNIVERSITY OF GHANA PRESS (UG-PRESS) PRINTING MANAGER

The University of Ghana has set up a Printing Press (UG-PRESS) under the College of Education and invites applications from suitably qualified persons for the position of Printing Manager.

**REPORTING TO:** Management Board, University of Ghana Press

### POSITION SUMMARY:

The successful candidate is expected to manage the entire printing unit, and is responsible for the day-to-day production within the print unit by organizing, directing and monitoring printing operations of the unit, while continually building sales, providing and maintaining the delivery of quality production and service.

### DUTIES AND RESPONSIBILITIES:

The Printing Manager shall, in addition to supporting the overall vision and mission of the University of Ghana, provide strategic direction for UG-PRESS. He/She will be responsible for:

- a. General Administration
- b. Production Operations
- c. Production Personnel
- d. Financial Control

### QUALIFICATION AND EXPERIENCE

The successful candidate must possess/have:

- Bachelor of Arts Degree (Printing Option) or (Communication Design option).
- Master's Degree in Printing or related discipline
- Excellent knowledge of all facets of print production operations.
- Minimum of seven (7) years working experience in a reputable printing organisation/firm of which not less than 3 years should have been in a senior Management position post qualification at the Master's level.
- Excellent verbal, written communication skills, in addition to general computer operation skills and basic knowledge of word processing/design software.
- Excellent interpersonal skills
- Ability to solve technical challenges relating to print production processes
- Considerable knowledge in state-of-the art technology in print production.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The candidate must be/have:

- Results-oriented with a strong drive to secure business for the Press and ability to set and achieve targets;
- Ability to provide strong leadership and be able to influence others to obtain results;
- Business-minded with demonstrable evidence of marketing and creativity skills;
- An excellent team player with very good interpersonal skills;
- Good verbal and communication skills; and
- Ability to demonstrate a very high level of tact, sensitivity and professionalism.

### Method of Application

An applicant is required to submit a complete application pack to the **College Secretary, College of Education, Office of the Provost (ISSER Conference Facility), University of Ghana, P.O Box LG 1181, Accra, Ghana** (Hardcopy) or **coe@ug.edu.gh** (Soft Copy).

The application pack should contain the following:

- i. Completed application form for Senior Administrative and Professional staff (UAB Form 1B) to be downloaded from the University's website at [www.ug.edu.gh/hrodd](http://www.ug.edu.gh/hrodd).
- ii. An up to date Curriculum Vitae and relevant supporting documents.
- iii. A vision statement of about 2,500 words (not more than five pages) indicating how one intends to provide leadership and contribute to the overall production and quality goals of UG-Press.

**Only shortlisted applicants will be contacted.**

### CLOSING DATE

Applications should reach the **College Secretary** not later than the close of day on **Friday, 18<sup>th</sup> November, 2016.**