UniMAC
UNIVERSITY OF MEDIA, ARTS AND COMMUNICATION

VACANCIES

The University of Media, Arts and Communication (UniMAC) invites applications from suitably qualified persons to fill the following administrative positions:

1. JOB TITLE: DIRECTOR OF HUMAN RESOURCE

As head of the Directorate of Human Resource, the Director of Human Resource is responsible to the Registrar for the strategic management and development of the human resource of the University of Media, Arts and Communication.

Qualification and Experience:

- Applicants must possess a master's degree in a relevant discipline with not less than ten (10) years post-qualification experience as a senior member in a reputable tertiary educational institution or analogous organization;
- Applicants must have served for at least five (5) years at the rank of Senior Assistant Registrar in a University or comparable position in a similar institution;
- Have a background in Human Resource Management/Development, Industrial Psychology or Law. A member of a recognized professional body will be an added advantage;
- Have a comprehensive understanding of labour laws, employment regulations and human resource policies of the University of Media, Arts and Communication;
- Be able to provide expert advice on human resource matters to the Appointments and Promotions Board, the Vice-Chancellor and the Registrar;
- Possess strong leadership skills and be able to motivate a diverse team;
- Know industry best practices and emerging trends in human resource management and development;
- Have a proven track record of being proactive in identifying and addressing workforce needs, talent acquisition, and succession planning;
- Have the ability to develop and implement talent acquisition and management programmes that attract and retain top talents.

The Duties and Responsibilities shall include but are not limited to:

- Providing strategic advice, guidance, and leadership across the University on all aspects of human resource management through the generation and implementation of Management briefs;
- Addressing day-to-day requests from staff that arise from the three (3) key human resource areas - recruitment, training and development and general human resource administration;
- Developing and implementing human resource strategy, policies, procedures, work processes and instructions that contribute to the University's strategic plan;
- Integrating, maintaining, and updating human resource systems, policies, and procedures while ensuring that they are legally compliant.

Contract Term

The full-time appointment shall be four (4) years in the first instance and may be subject to renewal for another term of four (4) years or part thereof but not beyond the compulsory statutory retirement age of sixty (60).

Remuneration

Conditions of service are as applicable in Government of Ghana subvented Universities.

2. JOB TITLE: DIRECTOR OF PUBLIC AFFAIRS

The Director shall be responsible for creating and executing public relations programmes with the goal of publicizing the University as a centre of excellence for quality higher education to the national, regional and international environment. Promoting the University and its programmes and serve as an official spokesperson for the University. Provide proactive communication strategies to Management to help enhance the image of the University. Provide strategic direction for overall public relations activities including fielding enquiries, press outreach, media events, media calls, crisis communications support and press material development.

Qualification and Experience:

- A minimum of a master's degree in Communications, Journalism, Public Relations, English or Marketing with at least ten (10) years of relevant working experience in a similar position in industry or reputable organization or not less than ten (10) years post-qualification experience as a senior member in a reputable tertiary educational institution. Must have served for at least five (5) years at the rank of Senior Assistant Registrar in a University or have relevant industrial experience.
- Relevant international experience and relevant professional membership would be an added advantage.

Duties and Responsibilities:

- Serve as the spokesperson for the University by liaising with Management;
- Oversee all domestic and international public relations and outreach functions of the University including planning, developing, and implementing public relations policies and strategies;
- Create public relations programmes that would position the University to compete in the global educational environment using communications tools and practices to reinforce the Vision and Mission of the University;
- Approve all media releases;
- Supervise the creation of university web content, maintenance and updating of information on the University's website;
- Management of all University social media handles;
- Supervise the writing and editing of in-house magazines, case studies, speeches, articles and annual reports;
- Prepare and supervise the production of publicity brochures, handouts, direct mail leaflets, promotional videos, photography, films, and multimedia programmes;
- Organize university events including matriculation, congregation, press conferences, exhibitions, open days and press tours to enhance community relations;
- Supervise other Public Relations staff in the Directorate; and
- Provide Management with regular monthly reports on the activities of the Directorate.

Competencies and Skills:

- Excellent interpersonal and communication skills;
- Ability to build strong relationships with media outlets;
- Emotional Intelligence;
- Proficiency in web presence management and other social media communications;
- Relevant linguistic competences;
- High-level consultation and negotiation skills; and
- Appreciable level of computer literacy skills.

Contract Term:

The full-time Appointment shall be four (4) years in the first instance and may be subject to renewal for another term of four (4) years or part thereof but not beyond the compulsory statutory retirement age of sixty (60).

Remuneration:

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3. JOB TITLE: SENIOR LEGAL COUNSEL

A person seeking appointment as Senior Legal Counsel must be an individual who understands the workings of the university environment and the management of higher education in Ghana as well as higher education laws and national policies.

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3. JOB TITLE: SENIOR LEGAL COUNSEL *(Cont.)*

Responsibilities:

- Serve as the chief legal adviser of the University;
- Head the Directorate of Legal Affairs;
- Act for the University on all legal matters;
- Vet and review all agreements and contracts of the University;
- Draft, review and interpret all agreements involving or concerning the University;
- Ensure that the University complies with all national legislation and regulations on higher education;
- Liaise with external solicitors where required;
- Assist in the conduct of all disciplinary processes in the University;
- Attending Committee and other meetings;
- Representing or ensuring appropriate representation in all dispute resolution proceedings;
- Conduct all external relations that have legal implications on behalf of the University; and
- Discharge any other assignments that the Legal Affairs Directorate shall deem necessary.

Qualification and Experience:

The applicant must

- Be at least five (5) years at the BAR;
- Be a member of good standing at the Ghana Bar Association and be computer-literate;
- Have a minimum of five (5) years work experience as a Legal Counsel in a higher education environment (an added advantage); and
- Have strong administrative and managerial competence.

A master's degree in Law and law-related programmes from a recognised University would be an advantage.

Competencies and Skills:

- Excellent interpersonal and communication skills;
- Ability to build strong relationships with media outlets;
- Emotional Intelligence;
- Proficiency in web presence management and other social media communications;
- Relevant linguistic competences;
- High-level consultation and negotiation skills; and
- Appreciable level of computer literacy skills

Female lawyers are encouraged to apply.

Contract Term

The full-time Appointment shall be four (4) years in the first instance and may be subject to renewal for another term of four (4) years or part thereof but not beyond the compulsory statutory retirement age of sixty (60).

Remuneration

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4. JOB TITLE: DIRECTOR OF PHYSICAL DEVELOPMENT AND ESTATE

The Director of Physical Development and Estate is responsible for the development and maintenance of all physical infrastructure facilities of the University.

Qualification and Experience:

- Applicant must possess master's degree and relevant professional qualification from a recognized institution;
- Must be a Registered and Practicing Member/Fellow of recognized professional bodies such as GIA, GhIE, IET, Gh (GhIS), or any other recognized professional body.
- Must be a Deputy Director of Physical Development and Estate or its equivalent in a university or analogous institution.

Or

- Must have at least ten (10) years post-qualification experience in project management and physical development etc. in a higher educational institution or analogous institution;
- Must have handled and completed projects of considerably high magnitude and value within a team environment;
- Must have proven leadership and managerial capabilities to lead and co-ordinate staff and activity;
- Must have excellent interpersonal and communication skills.

Contract Term

The full-time Appointment shall be four (4) years in the first instance and may be subject to renewal for another term of four (4) years or part thereof but not beyond the compulsory statutory retirement age of sixty (60).

Remuneration

Conditions of service are as applicable in Government of Ghana subvented Universities.

5. JOB TITLE: UNIVERSITY LIBRARIAN

The University Librarian is the administrative head of the University Library and shall be responsible to the Vice-Chancellor for the administration and coordination of all library services in the University. He/she shall provide professional/administrative leadership needed for the smooth operation of the library, design and implement an overall strategic plan for the development of the university library.

Qualification and Experience:

The candidate seeking appointment as University Librarian must possess the following:

- Have at least a research master's degree in Library/Information Studies/Information Science or a related field;
- Be a Deputy Librarian and have a good record of publications or have at least (10) years of post qualification experience and a good publication record;
- Candidates must demonstrate knowledge of all aspects of Library Management and related professional skills, the ability to transform a traditional Library into a modern one, driven by ICT facilities and systems and provide effective leadership for a University Library System;
- Candidate must be a member of a relevant professional body.

Persons who have served as Senior Assistant Librarian for at least five (5) years are also eligible to apply.

Contract Term

The full-time Appointment shall be four (4) years in the first instance and may be subject to renewal for another term of four (4) years or part thereof but not beyond the compulsory statutory retirement age of sixty (60).

Remuneration

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6. JOB TITLE: DIRECTOR OF INTERNAL AUDIT

The Director shall be the Head of the Internal Audit Directorate of the University. He/She shall report administratively to the Vice-Chancellor and functionally to the Audit Committee per the Public Financial Management Act, 2016 (Act 921). He/She shall, in conformity with standards and procedures provided by the Internal Audit Agency carry out periodic internal audits of the University.

General Requirements:

- Be dynamic, self-motivated and competent with proven ability;
- Be a team player with good interpersonal and communication skills;
- Have the ability to exercise sound judgment;
- Exhibit high sense of initiative and managerial and organizational skills; and
- Be a distinguished professional with capacity to motivate and direct staff and be digitally literate.

Qualification and experience:

- He/she must possess professional qualification and relevant master's degree
- Be a member of any relevant professional Accounting and/or Finance body, preferably
- Institute of Chartered Accountants (ICA)
- Association of Chartered certified Accountant (ACCA)
- Chartered Institute of Management Accountants (CIMA)
- Chartered Institute of Internal Auditors (CIIA)
- Certified Internal Auditor (CIA)
- He/she must have served in a university or analogous institution as Principal Internal Auditor/Deputy Internal Auditor or a minimum of ten (10) years post professional qualification experience in a university or highly reputable and recognized practicing auditing/accounting firm, industry, commerce and/or public service.

  Persons who have served as Senior Internal Auditor for at least five (5) years are also eligible to apply.

Contract Term

The full-time Appointment shall be four (4) years in the first instance and may be subject to renewal for another term of four (4) years or part thereof but not beyond the compulsory statutory retirement age of sixty (60).

Remuneration

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7. JOB TITLE: DIRECTOR OF ICT

The Director of ICT shall be responsible for the delivery of all ICT services and programmes to students and staff of the University.

Qualification and Experience:

- Applicant must hold a master's degree in relevant Computer Science/Computer Engineering/ Information Technology Management or a related field and must have attained the rank of a Deputy Director of ICT or must have at least five (5) years of work experience on the rank of a Senior ICT Officer in a tertiary institution, or any similar public service organization.

Duties and responsibilities shall include but not limited to the following:

- Ensure that the University's computer database system runs efficiently;
- Management and maintenance of a robust information technology support system;
- Initiate, develop and advise on updates and implement ICT strategies;
- Ensure proper maintenance of internet connectivity in the University;
- Advise on the establishment of ICT standards and architectures;
- Plan and implement network security, including setting up firewalls, managing host security, applying security to network applications, and regulating file permissions, backup and disaster recovery plans, data security, etc.;
- Advise on formulation of acceptable user policies and guidelines to regulate ICT resources utilization;
- Prepare and maintain operational and configuration documentation, guidelines, manuals, user notes and system standards;
- Advise Management on technical designs and development of computer and telecommunications software, networks, and information systems; and
- Any other duties that may be assigned from time to time by the Registrar or Vice-Chancellor, and other enactments.

Contract Term

The full-time Appointment shall be four (4) years in the first instance and may be subject to renewal for another term of four (4) years or part thereof but not beyond the compulsory statutory retirement age of sixty (60).

Remuneration

Conditions of service are as applicable in Government of Ghana subvented Universities.

8. JOB TITLE: DIRECTOR OF ACADEMIC AFFAIRS

The Director is the Head of the Directorate of Academic Affairs of the University of Media, Arts and Communication. The Directorate is responsible for implementing academic policies and managing the University's academic programmes. The Director is responsible to the Registrar for managing students' records, admissions, registration, time-tabling, examinations, graduation, declaration of results and issuing of transcripts. He or she will also be responsible for the management and maintenance of a robust student information system.

Qualification and Experience

Applicant must:

- Possess a master's degree in the relevant area with relevant experience in students' records management, programmes accreditation, admissions, time-tabling, graduation, issuance, and verification of academic credentials;
- Have at least ten (10) years post-qualification senior-level experience, preferably, in Higher Education;
- Have high-level analytical skills, business sense, and a deep understanding/appreciation of strategic as well as operational issues/challenges in top-level University management and administration;
- Have served or must be serving as Deputy Registrar or Deputy Director (with relevant experience in university administration) or analogous grade in a university or analogous institution;
- Have served as Senior Assistant Registrar for at least five (5) years.

Contract Term

The full-time Appointment shall be four (4) years in the first instance and may be subject to renewal for another term of four (4) years or part thereof but not beyond the compulsory statutory retirement age of sixty (60).

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9. JOB TITLE: DIRECTOR, GENERAL ADMINISTRATION AND CONSULAR SERVICES

The Director of General Administration and Consular Services is responsible for coordinating municipal and management services of the University and reports to the Registrar.

Duties and responsibilities shall include but not limited to the following:

- Assist the Registrar in managing time and space for meetings of University Boards and Committees by developing an annual schedule of meetings;
- Keep leadership archives of the University;
- Assist the Registrar in monitoring the term of Committee members and initiating the constitution/reconstitution of membership of University Boards/Committees in due course;
- Ensure that appropriate logistics are made available to Management and Staff and ensure the efficient use of the University's physical infrastructure and utility;
- Ensure environmental cleanliness and good sanitary conditions on all campuses through routine inspection and reporting;
- Ensure that agreed work by Staff or Contractors have been completed satisfactorily and on time and follow up on any deficiencies thereafter, for timely corrective measures to be implemented;
- Superintend over the Security and Transport Units and ensure the provision of quality security and transportation services;
- Establish early warning systems that identify and provide warning about safety and security of buildings, sites, locations, events and activities;
- Keep an up-to-date inventory of all buildings, equipment, vehicles and other valuable properties with their respective service, maintenance and insurance renewal schedules;
- Ensure effective and efficient delivery of postal services of the University; and
- Ensure efficient management and delivery of immigration and consular services.

Qualification and Experience:

Applicant must:

- Possess a master's degree in a relevant area or with relevant experience in Public Administration, Management or a related field;
- Have at least ten (10) years post-qualification senior management level experience, preferably, in Higher Education;
- Have high-level analytical skills, business sense and a deep understanding/appreciation of strategic as well as operational issues/challenges in top-level University management and administration;
- Have served or must be serving as Deputy Registrar or Deputy Director (with relevant experience in university administration) or analogous grade in a university or analogous institution;
- Have served as Senior Assistant Registrar for at least five (5) years.

Contract Term

The full-time Appointment shall be four (4) years in the first instance and may be subject to renewal for another term of four (4) years or part thereof but not beyond the compulsory statutory retirement age of sixty (60).

Remuneration

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10. JOB TITLE: HEAD OF SECURITY

The Person shall be the Head of the University's Security Services.

Duties and responsibilities shall include but not limited to the following:

- Develop procedures to ensure physical safety of employees, students and visitors;
- Develop and implement security policy, standards, guidelines and procedures;
- Ensure security is maintained and updated;
- Create workplace violence awareness and prevention programmes;
- Liaise and maintain relationships with the appropriate offices of the Institute, the Police and other Security Agencies, on matters bordering on the security of the Institute;
- Develop emergency procedures and incident responses and investigate security breaches;
- Conduct audits to identify weaknesses in security operations of the Institute;
- Develop risk management assessments;
- Perform any other duties that may be assigned from time to time.

Qualification and Experience:

- Possess a master's degree in Peace and Security or relevant equivalent qualification;
- Must not be below the rank of an Assistant Registrar and must have served in that rank for at least four (4) years; or
- Must be of the rank of Assistant Commissioner of Police or its equivalent in the Ghana Armed Forces/ other analogous Security Organisations;
- Must demonstrate adequate working knowledge of the university security system;
- Duty conscious and have the capacity to manage crisis situations;
- Sober with maturity and drive for sound and impartial judgement, and;
- A good communicator with good inter-personal skills.

Remuneration

Conditions of service are as applicable in Government of Ghana subvented Universities.

11. JOB TITLE: INSTITUTE REGISTRAR

The Institute Registrar is responsible to the Rector of a constituent Institute and subject to directives the Registrar may issue from time to time. The Institute Registrar is the Head of the general administration of the constituent Institute and a non-voting member of the Institute Board. He/she serves as the Secretary to the Institute Board and other Standing Boards and Committees.

Qualification and Experience:

Applicant must:

- Possess a master's degree in a relevant area with relevant experience in public administration related area;
- Have at least ten (10) years post-qualification senior-level experience, preferably, in Higher Education;
- Have high-level analytical skills, business sense, and a deep understanding/appreciation of strategic as well as operational issues/challenges in top-level University management and administration;
- Have served or must be serving as Deputy Registrar or Deputy Director (with relevant experience in university administration) or analogous grade in a university or analogous institution; and
- Have served as Senior Assistant Registrar for at least five (5) years.

Contract Term

The full-time Appointment shall be three (3) years in the first instance and may be subject to renewal for another term of two (2) years or part thereof but not beyond the compulsory statutory retirement age of sixty (60).

Remuneration

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12. JOB TITLE: INSTITUTE FINANCE OFFICER

The Institute Finance Officer is responsible to the Rector for the financial administration of the Constituent Institute subject to directives issued by the Registrar and the Director of Finance from time to time.

Qualification and experience

- He/she must possess professional qualification and a relevant master's degree;
- Be a member of any relevant professional Accounting and/or Finance body, preferably:
  - Institute of Chartered Accountants (ICA);
  - Association of Chartered certified Accountant (ACCA);
  - Chartered Institute of Management Accountants (CIMA);
- He/she must have served in a university or analogous institution as Deputy Director of Finance or a minimum of ten (10) years post professional qualification experience in a university or highly reputable and recognized practicing accounting firm, industry, commerce and/or public service;
- Must have served as a Senior Accountant for five (5) years.

Contract Term

The full-time Appointment shall be three (3) years in the first instance and may be subject to renewal for another term of two (2) years or part thereof but not beyond the compulsory statutory retirement age of sixty (60).

Remuneration

Conditions of service are as applicable in Government of Ghana subvented Universities.

13. JOB TITLE: INSTITUTE INTERNAL AUDITOR

The Institute Internal Auditor is responsible to the Rector for the assurance of good governance, risk management, compliance, and financial administration of the constituent Institute and is subject to directives issued by the Vice-Chancellor, Registrar, and the Director of Internal Audit from time to time.

Qualification and Experience:

- He/she must possess professional qualification and a relevant master's degree;
- Be a member of any relevant professional Accounting and/or Finance body, preferably:
  - Institute of Chartered Accountants (ICA);
  - Association of Chartered certified Accountant (ACCA);
  - Chartered Institute of Management Accountants (CIMA);
- He/she must have served in a university or analogous institution as Deputy Director of Internal Audit or a minimum of ten (10) years post professional qualification experience in a university or highly reputable and recognized practicing accounting firm, industry, commerce and/or public service;
- Must have served as a Senior Internal Auditor for five (5) years.

Contract Term

The full-time Appointment shall be three (3) years in the first instance and may be subject to renewal for another term of two (2) years or part thereof but not beyond the compulsory statutory retirement age of sixty (60).

Remuneration

Conditions of service are as applicable in Government of Ghana subvented Universities.

14. JOB TITLE: DIRECTOR OF PROCUREMENT

The Director of Procurement shall be responsible to the Vice-Chancellor for providing leadership to the Procurement Unit and for ensuring that the University's procurement processes are in accordance with the Public Procurement Act, 2016 (Act 914 as amended) as well as other procurement policies and regulations instituted by the University.

Duties and responsibilities shall include but not be limited to the following:

- Promotion of good governance in accordance with the Regulations of the University.
- Supervise the maintenance and updating of a proper database of suppliers, service providers, and consultants,
- Prepare procurement plans for goods, works, and services for the University
- Assist in the process of advertising tenders and provide input for the formulation of procurement strategy for the University.

Qualification and Experience:

A person seeking appointment as Director of Procurement must:

- Possess relevant master's degree;
- Be a member of the Chartered Institute of Procurement and Supply (MCIPS) OR Chartered Institute of Purchasing and Supply (CIPS);
- Have served in a university or analogous institution for at least five (5) years as Senior Procurement Officer OR a minimum of ten (10) years post-qualification experience in industry or public service;
- Have satisfactory performance as Deputy Procurement Officer in a university or its equivalent in an analogous Institution.;
- Be a distinguished professional with the capacity to motivate and direct staff;
- Be above reproach and must exhibit a high sense of industry, leadership qualities, and organizational skills; and
- Possess excellent communication and interpersonal skills.

Contract Term

The full-time Appointment shall be four (4) years in the first instance and may be subject to renewal for another term of four (4) years or part thereof but not beyond the compulsory statutory retirement age of sixty (60).

Remuneration

Conditions of service are as applicable in Government of Ghana subvented Universities.

Mode of Application

Prospective applicants are requested to submit their application, curriculum vitae, copies of certificates, and a vision statement for the role in no more than five hundred (500) words to the following address:

The Registrar
University of Media, Arts and Communication
P.O. Box GP 667,
Accra.

Applications can also be submitted electronically to the following email address: registrar@unimac.edu.gh

The deadline for receiving applications is
Friday, 12th July, 2024.

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