

VACANCY

POSITION DESCRIPTION FOR PRO VICE-CHANCELLOR

The University of Media, Arts and Communication (UniMAC) is a specialised public higher educational institution dedicated to the creative and media arts. UniMAC was established in 2020 by an Act of Parliament (Act 1059) and consists of three (3) Constituent Institutes namely Institute of Journalism, Institute of Languages and Institute of Film and Television.

UniMAC invites applications from suitably qualified persons for the position of **Pro Vice-Chancellor** to take effect 1st October, 2024.

Position: Pro Vice-Chancellor
Reporting to: Vice-Chancellor, UniMAC

The mission of UniMAC is to deliver value-based education and training utilising a technology-driven platform that allows academics, industry professionals, alumni, entrepreneurs, and students to work together to foster a culture that promotes distinctiveness in research, teaching, learning and practice.

PRO VICE-CHANCELLOR

The Pro Vice-Chancellor shall be deputy to the Vice-Chancellor and shall assist the Vice-Chancellor in providing leadership for organising and conducting the academic, financial and administrative business of the University and for promoting the efficiency and good order of the University.

S/He shall:

1. Exercise the powers specified in the Act and such others as may be delegated to him by the Vice-Chancellor.
2. Co-ordinate the day-to-day control and administration of academic affairs.
3. Represent the Vice-Chancellor when required.
4. Chair relevant Committees.

QUALIFICATIONS AND ATTRIBUTES

1. Must be a PhD holder in an appropriate field.
2. Must be at least an Associate Professor.
3. Must have at least ten (10) years' managerial experience at a senior level in higher education
4. Must have a track record of teaching, research and administration at a tertiary level.

TENURE

The Pro Vice-Chancellor shall be appointed for a period of three (3) years. The appointment may be renewed, upon application for a further term of up to three (3) years only. Qualified applicants should be able to complete one full term prior to attaining the statutory retirement age of sixty (60).

MODE OF APPLICATION

Interested applicants should forward an application letter together with the following:

- An up-to-date curriculum vitae with documentation on personal history, academic credentials, professional certificate and working experience.
- A vision statement (maximum of five pages) in standard font size and the strategy for attaining the vision to the following address: searchcommittee@unimac.edu.gh

Additionally, all applicants shall request three (3) referees to submit reports on them directly to the Chairman, Search Committee (Post of Pro Vice-Chancellor) via email at searchcommittee@unimac.edu.gh.

It is the duty of the applicants to ensure that the application package, to include vision statement and the reference letters, reach the designated email address (searchcommittee@unimac.edu.gh) by close of day (5 p.m.) on **Thursday, 11th July 2024**.

Only shortlisted applicants will be contacted.

In addition, applicants are required to hand-deliver seven (7) copies of each of the above-mentioned documents in a sealed envelope to:

**OFFICE OF THE REGISTRAR
ATTN: THE SECRETARY
COUNCIL SEARCH COMMITTEE (POST OF PRO VICE-CHANCELLOR)
NO. 5 ALBORAN STREET
SOUTH LEGON (GA-194-3855)
POSTAL OFFICE BOX GP 667
ACCRA**