

## POSITION DESCRIPTION FOR RECTOR UniMAC-INSTITUTE OF LANGUAGES (IL)

**INTERNAL VACANCY:** The University of Media, Arts and Communication (UniMAC) is a specialized 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 constituent Institutes namely Institute of Journalism, Institute of Languages and Institute of Film and Television.

UniMAC invites applications from suitably qualified persons within the University of Media, Arts and Communications for the position of **Rector** to take effect October 1, 2023.

**Position:** Rector, UniMAC-IL  
**Reporting to:** Vice-Chancellor, UniMAC

The mission of UniMAC-IL is to build bridges across language and cultural barriers for African unity and universal solidarity.

### RECTOR

The Rector is the Chief Executive Officer (CEO) who provides academic and administrative leadership for UniMAC-IL. S/He shall:

1. Be responsible to the Vice-Chancellor for providing leadership to UniMAC-IL and for maintaining and promoting the efficiency and good order of the Institute in accordance with policies and procedures prescribed by the Act, the Statutes, or as may be determined from time to time by Council, the Academic Board, the Executive Management Board, and the Institute Board.
2. Develop and implement a programme to identify strategic partners and diversify and expand income generation.
3. Ensure high-quality governance, management and financial administration.
4. Strengthen relationships with stakeholders and partners including those in the language service industry and associated professional bodies.
5. Enhance employability of students and seeking training for staff and students
6. Work with others to enhance the national, regional and international profile of the Institute.
7. Co-ordinate the work of the Faculties/Schools within UniMAC-IL.
8. Implement the policy decisions of the UniMAC-IL Institute Board.

### QUALIFICATIONS AND ATTRIBUTES

1. Must be a PhD holder in an appropriate field. Applicant must be fluent in the English language and have specialisation and working knowledge in at least one (1) other modern language.
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.
5. Candidates who have the requisite qualifications and experience and a clear understanding of languages education and its direction and capable of leading UniMAC-IL towards achieving its goals of helping promote Pan-African Unity through language unity will be an added advantage.

### TENURE

The Rector shall be appointed for a period of four (4) years. The appointment may be renewed, upon application for a further term of up to four (4) years only, if that is not beyond the statutory retirement age of sixty (60). Qualified applicants should be able to complete one full term prior to attaining the statutory retirement age.

### 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 attainment to the following address: [searchcommittee@unimac.edu.gh](mailto: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 Rector-Institute of Languages) via email at [searchcommittee@unimac.edu.gh](mailto: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](mailto:searchcommittee@unimac.edu.gh)) by close of day (5 p.m.) on Monday, July 24, 2023.

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