

POSITION DESCRIPTION FOR REGISTRAR UniMAC

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 **Registrar** to take effect October 1, 2023.

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

The mission of UniMAC is to provide higher education, disseminate knowledge related to the development of the media, arts and communication industry in the country, undertake research and foster relationships with persons outside the University.

REGISTRAR

The Registrar serves as the Chief Administrative Officer of UniMAC, and s/he shall report directly to the Vice-Chancellor.

1. The Registrar shall be responsible for the University's Strategic Planning, Policy Formulation, and central administration of Students Admissions, Examinations and Records, Human-Resources, General Administration, as well as Students' Affairs
2. S/He serves as Secretary to the Governing Council and serves on other key committees of the University.
3. The Registrar directly reports to the Vice-Chancellor for the implementation and supervision of all administrative and academic policies and procedures of the University.

QUALIFICATIONS

The Applicant:

- Must hold at least a master's degree in Higher Education Management and Administration/ Education: Administration, Social Sciences or a related field with an academic/ professional qualification in Higher Education Administration from a recognised tertiary institution.
- Must have at least 10 years relevant post-qualification experience in a similar position in a higher educational institution, as well as a strong appreciation of the academic environment. A minimum of four out of the relevant years of experience should be a Deputy Registrar position or an equivalent senior management level.

ATTRIBUTES

Eligible applicants must demonstrate:

- Strong administrative and managerial competence.
- Excellent organisational and time-management skills. Excellent communication, interpersonal and negotiation skills.
- High sense of integrity and ethical standards.
- Ability to pay attention to detail.
- Knowledge of human resource management and planning, applicable in a university setting.
- Ability to handle multiple Registry work schedules/tasks (academic, human resource and general administration) and produce results.
- Strong computer literacy skills.

TENURE

The Registrar 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

Additionally, all applicants shall request three (3) referees to submit reports on them directly to the Chairman, Search Committee (Post of Registrar) 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 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 REGISTRAR)
NO. 5 ALBORAN STREET
SOUTH LEGON (GA-194-3855)
POSTAL OFFICE BOX GP 667
ACCRA**