



UniMAC
UNIVERSITY OF MEDIA, ARTS AND COMMUNICATION

VACANCY

POSITION DESCRIPTION FOR RECTOR INSTITUTE OF LANGUAGES (IL)

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 **Rector** to take effect 1st October 2024.

Position: Rector, Institute of Languages (IL)
Reporting to: Vice-Chancellor, UniMAC

RECTOR

The Rector shall be the administrative and academic head of the Institute of Languages.

S/He shall:

1. Be responsible to the Vice-Chancellor for providing leadership to the Institute of Languages 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 the University Council, the Academic Board, the Executive Management Board, and the Institute Board.
2. Exercise general authority over students in the Institute of Languages.
3. Exercise general administrative supervision over staff in the Institute of Languages.
4. Coordinate and implement programmes for the Institute of Languages, advise the Institute Board and ultimately the University Council through the Vice-Chancellor on all issues relating to the management of the Institute, oversee the preparation of annual estimates of income and expenditure and management of the budget and resources of the Institute of Languages.
5. Ensure implementation of decisions of the University Council.
6. Be responsible in accordance with the Statutes, and with decisions of the University Council, the Executive Management Board and the Academic Board, for organizing and conducting the academic, financial, and administrative business of the Institute of Languages.
7. Advise the University Council and the University Management Board on all matters affecting policy, finance, governance and administration of the Institute of Languages.

QUALIFICATIONS AND ATTRIBUTES

1. Must be a PhD holder in a relevant field. Applicant must be fluent in the English language and have specialisation and working knowledge in at least one (1) other modern or Ghanaian 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 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. 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 Rector-Institute of Languages) 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, 5th August 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 RECTOR - INSTITUTE OF LANGUAGES)
NO. 5 ALBORAN STREET
SOUTH LEGON (GA-194-3855)
POSTAL OFFICE BOX GP 667
ACCRA**