

ASSISTANT REGISTRAR (GRANTS OFFICER)

Duties And Responsibilities

The successful candidate shall support the identification, acquisition, administration, and monitoring of grants and externally funded projects in order to advance the University's research, teaching, institutional development, and community engagement objectives and shall be responsible for:

1. Identifying and disseminating information on grant, fellowship, scholarship, and funding opportunities relevant to the University's strategic priorities.
2. Providing technical and administrative support to academic and administrative units in the preparation and submission of grant proposals, concept notes, and funding applications.
3. Coordinating the internal review and approval processes for grant applications to ensure compliance with University policies and donor requirements.
4. Maintaining a comprehensive database of grant opportunities, applications, awards, donors, partners, and funded projects.
5. Monitoring grant-funded projects to ensure compliance with donor requirements, project timelines, budgets, and reporting obligations.
6. Assisting principal investigators, project leaders, and University officials in the administration and management of awarded grants.
7. Preparing and coordinating periodic technical, financial, and performance reports required by donors, funding agencies, and University Management.
8. Supporting the development and implementation of policies, procedures, and systems relating to grants management and research administration.

9. Liaising with funding agencies, development partners, government institutions, and other stakeholders on matters relating to grants and externally funded projects.

10. Conducting research and analysis on trends in research funding, donor priorities, and resource mobilisation opportunities.

11. Performing any other official duties assigned by the Director.

Qualification

Applicants must:

- Possess a relevant master's degree.
- Have a minimum of two (2) years relevant post-qualification working experience in grants management, project administration, resource mobilisation, research administration, donor-funded programmes, proposal development, project monitoring or a related area.

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Competencies and Skills

The successful candidate must demonstrate:

- Knowledge of grant administration and donor funding processes.
- Proposal and report writing skills.
- Project planning, monitoring, and evaluation skills.
- Research and analytical skills.
- Excellent interpersonal, communication, and stakeholder management skills.
- Proficiency in Microsoft Office Suite and database management systems.
- Ability to work independently and manage multiple deadlines.

TERMS OF APPOINTMENT

The appointments shall be on full-time basis under the Conditions of Service applicable to the respective staff categories of the Public Universities in Ghana.

MODE OF APPLICATION

Interested applicants are required to submit:

1. An application letter
2. A completed UniMAC Application for Employment Form (to be obtained from UniMAC website : <https://unimac.edu.gh>)
3. A Curriculum Vitae (CV)
4. Copies of academic and professional certificates and transcripts
5. Names and addresses of three (3) referees

The complete application dossier should be addressed and submitted to:

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

Or submitted electronically to: registrar@unimac.edu.gh

CLOSING DATE

Applications should reach the University not later than **MONDAY 3RD AUGUST, 2026**

Only shortlisted applicants will be contacted.

AG. REGISTRAR