

The University of Media, Arts and Communication invites applications from suitably qualified candidates for appointments into the following vacant positions in the various Faculties, Schools, Directorates and Departments of the University.

TEACHING VACANCIES

LECTURER/SENIOR LECTURER /ASSOCIATE PROFESSOR

Applications are invited from suitably qualified candidates for appointments into the teaching positions in the following areas:

INSTITUTE OF LANGUAGES

- German or Translation with German option
- French or Translation with French option
- Ghanaian Language Studies or Linguistics (Ethnography of Communication)
- Financial Accounting
- Economics

INSTITUTE OF JOURNALISM

- Strategic Communication and Public Relations (with specialisation in Corporate Communication, Crisis and Reputation Management, Stakeholder Engagement, Digital Communication, Public Affairs, Emerging Technologies or other related fields)
- Journalism
- Mass Communication
- Media Studies
- Health Communication (with specialisation in Health Communication, Health and Population Studies, Public Health, Health Administration, Health Promotions or other related fields)
- Development Communication (with specialisation in Development Communication, Environmental Communication, Environmental Studies, Development Studies, Sustainability Studies or other related fields)

INSTITUTE OF FILM AND TELEVISION

- Theatre Arts
- Game Design and Animation (with specialization in Game Design, Game Development, Interactive Media, Computer Science, Animation or other related fields)
- Film Entrepreneurship and Producing
- Broadcast Media Engineering
- Music and Sound Production

Qualification And Experiences

Applicants must:

- Possess a doctoral degree in the relevant discipline from a recognised institution or have enrolled in a doctoral programme (such candidates shall be considered for appointment as Assistant Lecturers).
- For Senior Lecturer and above positions, the candidate must have been appointed to the equivalent rank by a recognised university with comparable conditions for appointment or eligible for appointment as such.
- Demonstrate capacity for teaching and research at the tertiary level.
- Possess strong communication, interpersonal, and ICT skills.
- Be capable of working in a multidisciplinary, innovative and dynamic academic environment.

NON-TEACHING VACANCIES

SENIOR LEGAL OFFICER

Duties And Responsibilities

The successful candidate shall provide strategic leadership and professional legal services to the University and shall be responsible for:

1. Serving as legal adviser to the University Council, Management, Academic Board, and other statutory bodies on all legal and governance matters affecting the University.
2. Providing legal advice on the interpretation and application of the University's Statutes, policies, regulations, contracts, and other governing instruments.

ASSISTANT REGISTRAR (BUSINESS DEVELOPMENT)

Duties And Responsibilities

The successful candidate shall support the University's business growth, strategic partnerships, and resource mobilisation agenda and shall be responsible for:

1. Supporting the development and implementation of the University's Business Development strategy in alignment with institutional goals and priorities.
2. Identifying, developing, and coordinating innovative business opportunities and revenue-generating initiatives for the University.
3. Establishing and managing strategic partnerships and collaborations with industry, government agencies, development partners, alumni, and other stakeholders.
4. Coordinating resource mobilisation efforts, including grants, sponsorships, endowments, consultancy opportunities, and externally funded projects.
5. Conducting market research and business intelligence to identify emerging opportunities and inform institutional decision-making.
6. Developing business proposals, concept notes, partnership agreements, and investment cases to support business and partnership initiatives.
7. Support the promotion and marketing of academic, professional, consultancy, and executive education programmes and services.
8. Supporting the commercialisation and effective utilisation of university assets, expertise, facilities, and intellectual outputs in accordance with university policies.
9. Monitoring, evaluating, and reporting on business development initiatives and maintaining effective stakeholder relationship management systems.
10. Performing any other official duties assigned by the supervisor.

Qualification

Applicants must:

- Possess a relevant master's degree.
- Have a minimum of two (2) years relevant post-qualification working experience in a university environment or related industry.

3. Drafting, reviewing, negotiating, and advising on contracts, memoranda of understanding, partnership agreements, leases, procurement documents, and other legal instruments involving the University.
4. Managing and coordinating litigation, arbitration, mediation, labour disputes, and other legal proceedings involving the University, including liaison with external solicitors and regulatory authorities.
5. Providing legal support on employment, labour relations, disciplinary proceedings, student matters, intellectual property, and other administrative and academic issues.
6. Ensuring the University's compliance with applicable laws, regulatory requirements, governance standards, and public sector accountability frameworks.
7. Advising on legal risks associated with university operations and developing appropriate risk mitigation and compliance strategies.
8. Supporting the development, review, and implementation of university policies, statutes, regulations, and governance frameworks to ensure legal and regulatory compliance.
9. Providing leadership in the Directorate of Legal Services, including the supervision of staff, management of resources, and preparation of periodic reports for Management and Council.
10. Performing any other official duties assigned by the Vice-Chancellor, University Council, or other appropriate authorities.

Qualification

Applicants must:

- Have completed the Professional Law Course (PLC) of the Ghana School of Law and have been a member of the Bar in good standing.
- A master's degree in the relevant area shall be an added advantage.
- Have a minimum of six (6) years' relevant post-qualification working experience in a higher education environment or in related industry.
- Have strong administrative and management competencies.
- Have excellent communication and interpersonal skills.

SPORTS COACH

Duties And Responsibilities

The successful candidate shall provide leadership for the development and administration of sports and recreational activities within the University and shall be responsible for:

1. Developing and implementing the University's sports and recreation programmes, policies, and annual operational plans in alignment with institutional objectives.
2. Planning, organising, and coordinating inter-hall, inter-faculty, inter-university, and external sporting competitions and recreational activities.
3. Identifying, training, mentoring, and developing student-athletes and University sports teams to achieve competitive excellence.
4. Providing technical and administrative leadership to coaching assistants, instructors, and other staff within the Directorate of Sports.
5. Coordinating the preparation, selection, and participation of university teams in local and international sporting events.
6. Managing sports facilities, equipment, and related resources and ensuring their effective utilisation and maintenance.
7. Developing initiatives that promote sports participation, student wellness, talent identification, and healthy lifestyles within the University community.
8. Preparing and managing budgets and ensuring efficient and accountable use of resources allocated to sports programmes and activities.
9. Building and maintaining partnerships with sports bodies, sponsors, alumni, and other stakeholders to support sports development and institutional visibility.
10. Preparing periodic reports on sports activities and performance and discharging any other official duties assigned by the University authorities.

Qualification

Applicants must:

- Possess a Master's Degree in Physical Education/Sports Science or a related field and/or an equivalent professional qualification
- Have a minimum of two (2) years relevant post-qualification working experience.

ARCHITECT

Duties And Responsibilities

The successful candidate shall support the planning, design, development, and management of the University's physical infrastructure and shall be responsible for:

1. Preparing and coordinating architectural designs, drawings, specifications, and documentation for university development and infrastructure projects.
2. Supporting the planning and implementation of campus development projects in line with the University's strategic and physical development plans.
3. Providing professional advice on architectural matters relating to new construction, renovation, rehabilitation, and space utilisation.
4. Coordinating and supervising consultants, contractors, and project teams to ensure timely and quality execution of projects.
5. Monitoring construction and maintenance works to ensure compliance with approved designs, technical specifications, standards, and applicable regulations.
6. Conducting feasibility studies, site assessments, needs analyses, and preparation of project briefs for infrastructure development initiatives.
7. Supporting project budgeting, cost control, procurement processes, and contract administration for construction-related activities.
8. Ensuring compliance with building codes, environmental requirements, health and safety standards, and other statutory obligations.
9. Maintaining records and preparing technical reports, drawings, project updates, and documentation relating to university infrastructure projects.
10. Performing any other official duties assigned by the Director.

Qualification

Applicant must:

- Possess a Master of Architecture (M.Arch) or a Post Graduate Diploma in Architecture.
- Possess valid license certificates from the Architects Registration Council and the Ghana Institute of Architects and remain in good standing.
- Have a minimum of two (2) years relevant post-qualification working experience.

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.

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.

QUANTITY SURVEYOR

Duties And Responsibilities

The successful candidate shall provide professional quantity surveying services in support of the University's infrastructure development and maintenance programmes and shall be responsible for:

1. Preparing cost estimates, bills of quantities, tender documents, and other contract documentation for construction, renovation, and maintenance projects.
2. Providing cost planning, budgeting, and financial advice for infrastructure projects to ensure value for money and efficient resource utilisation.
3. Assisting in the procurement and tendering processes for construction and related projects in accordance with applicable procurement regulations and University policies.
4. Evaluating tenders and providing professional recommendations on contract awards, cost implications, and financial viability of projects.
5. Administering construction contracts, including the preparation and valuation of interim payment certificates, variations, claims, and final accounts.
6. Monitoring project expenditures and costs to ensure that projects are delivered within approved budgets and timelines.
7. Conducting cost analyses, feasibility studies, and financial assessments for proposed development and maintenance projects.
8. Collaborating with architects, engineers, contractors, consultants, and other stakeholders to ensure effective project planning and execution.
9. Preparing and maintaining accurate records, cost reports, project documentation, and other technical reports relating to construction projects.
10. Performing any other official duties assigned by the Director.

Qualification

Applicants must:

- Possess an MSc/MTech Construction Management/MSc/MTech/Ms. Project Management or any related field.
- Possess a BSc/BTech Building Technology/ BSc./BTech. Quantity Surveying and Economics/ BSc. Cost Engineering.
- Be a member of the Ghana Institution of Surveyors in good standing.
- Have a minimum of two (2) years relevant post-qualification working experience.

JUNIOR ASSISTANT REGISTRAR

Duties And Responsibilities

The successful candidate shall provide administrative and operational support in the Registry and shall be responsible for:

1. Assisting in the preparation, processing, and maintenance of official University records, documents, and correspondence.

2. Servicing and organising meetings of committees, boards, and related administrative structures, including preparation of agenda, minutes, and reports.

3. Assisting in the processing of personnel and/or student-related administrative matters and requests in accordance with University procedures and regulations.

4. Drafting official letters, memos, notices, and other administrative communication documents.

5. Maintaining filing systems, databases, and records management systems to ensure proper storage and retrieval of information.

6. Assisting in the implementation of administrative policies, procedures, and decisions of the University.

7. Providing frontline administrative support to staff, students, and stakeholders in line with service standards of the University.

8. Supporting data collection, collation, and preparation of reports for administrative and management purposes.

9. Coordinating alumni relations within the University.

10. Performing any other official duties assigned by the Registrar.

Qualification

Applicants must:

- Possess a relevant Master's Degree.

ADMINISTRATIVE ASSISTANT

Duties And Responsibilities

The successful candidate shall be responsible for covering meetings, typing reports, letters and minutes of meetings, etc. He/She shall also perform record management, secretarial and data entry duties. Additionally, the successful candidate shall discharge any other official duties assigned by the head.

Qualification

Applicants must:

- Possess a Bachelor's degree, a Higher National Diploma or a tertiary diploma from a recognised institution.

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 WEDNESDAY, 15TH JULY, 2026

Only shortlisted applicants will be contacted.

AG. REGISTRAR