

The Governing Council of the University of Media, Arts and Communication (UniMAC) announces to the general public that the position of the Registrar of the University has become vacant.

THE POSITION

- i. The Registrar is the Chief Administrative Officer under the Vice-Chancellor and shall be, as provided by the Act, Secretary to the:
 - a. Office of the Chancellor;
 - b. University Council and
 - c. Academic Board.
- ii. S/He shall be responsible to the Vice-Chancellor for the day-to-day administration of the affairs of the University.
- iii. S/He shall also be responsible for the custody of the University Seal and for affixing same to relevant documents of the University Council and the Academic Board.
- iv. In addition, s/he shall perform any other functions as may be assigned to him/her by the Vice-Chancellor as enshrined in the University of Media, Arts and Communication Act, 2020 (Act 1059) and Statutes 30 of the University's Statutes.

QUALIFICATION AND EXPERIENCE

Qualified applicants must:

1. Possess a minimum of a Master's Degree with not less than fifteen (15) years post-qualification work experience in a tertiary educational institution or analogous body;
2. Be at least a Deputy Registrar or equivalent grade; OR
3. Have substantial Senior Management experience in a large, complex and decentralised organisation.

In addition, an applicant must have proven evidence of:

- i. Strong leadership skills and dynamism;
- ii. Being a strategic thinker and taking initiatives in policy formulation;
- iii. Being a team player with excellent interpersonal skills;
- iv. Good communication and excellent report-writing skills;
- v. High sense of responsibility and moral integrity; and
- vi. Experience in the use of Information and Communication Technology (ICT).

CONTRACT TERM

The successful applicant should be able to serve a minimum of four (4) years and shall be eligible for re-appointment for only one additional term of four (4) years, or part thereof, but not beyond his/her sixtieth (60th) birthday.

REMUNERATION

Conditions of service are as applicable in Government-subsidized Universities of Ghana.

MODE OF APPLICATION

Interested applicants should submit six (6) copies of their application package, comprising:

- An Application Letter;
- A Curriculum Vitae with three (3) referees. Applicants are required to inform their referees to send their recommendation letters directly to any of the addresses below; and
- A Statement of not more than five (5) pages, typed in font size 12 with 1.5-line spacing, indicating how they would support the Governing Council in advancing the Vision and Mission of the University of Media, Arts and Communication.

Applications should be forwarded under registered cover marked "APPLICATION FOR REGISTRAR" to reach the following address **not later than the 9th of October, 2026.**

**THE CHAIRMAN
SEARCH COMMITTEE FOR THE APPOINTMENT OF REGISTRAR
c/o OFFICE OF THE VICE CHANCELLOR**

University of Media, Arts and Communication (UniMAC)
Post Office Box GP 667
South Legon, Ghana

All applicants shall request three (3) referees to submit reports on them directly to the Chairman, Search Committee (APPOINTMENT OF REGISTRAR).

Only shortlisted candidates will be contacted.