



UNIVERSITY OF CAPE COAST OFFICE OF THE REGISTRAR

INTERNAL ADVERTISEMENT

APPOINTMENT OF PRO VICE-CHANCELLOR

The University of Cape Coast invites applications from experienced, results-oriented and highly motivated individuals for the position of Pro Vice-Chancellor which will become vacant on 1st January, 2019.

Key Responsibilities

The Pro Vice-Chancellor shall be deputy to the Vice-Chancellor and shall assist the Vice-Chancellor in providing leadership for organising and conducting the academic, financial and administrative business of the University and for promoting the efficiency and good order of the University in accordance with policies and procedures prescribed by the University of Cape Coast Law, 1992 (PNDCL 278), the Statutes and as may be determined from time to time by the University Council and the Academic Board.

In the event of a temporary absence of the Vice-Chancellor caused by incapacity or absence from the campus, the Pro Vice-Chancellor shall perform the functions and duties of the Vice-Chancellor in line with Statute 8.11.

Qualification and Experience

The Pro Vice-Chancellor shall be a member of the Academic Staff of the University in line with Section 8 (1) of University of Cape Coast Law, 1992 (PNDCL278).

Applicant must be an acclaimed scholar of professorial status. He/she must be an individual of stature and integrity with strong leadership, interpersonal and communication skills, capable of executing the responsibilities outlined above. He/she must also possess a terminal degree (PhD) in a relevant discipline with at least ten (10) years working experience in the University.

Applicant must also show evidence of the following:

- Proven management, entrepreneurial, fundraising and prudent financial administration skills, including hands on management experience at senior level (Head of Department and above) in the University

- Demonstrated capacity to foster and promote good internal and external relations
- Proven ability to promote learning, teaching, research, development and to effectively co-ordinate academic programmes and activities in the University
- In-depth knowledge and understanding of contemporary higher education issues and the implications of these for the management of the University
- Adherence to high ethical standards and professionalism

Tenure of Office

The Pro Vice-Chancellor shall hold office for a non-renewable term of three years. The successful candidate should be able to complete the three-year term before retiring from the service of the University.

Mode of Application & Closing Date

1. Interested applicants who meet the above criteria should please submit their applications together with updated curriculum vitae, other relevant supporting documents and their Vision Statements to:

The Registrar
University of Cape Coast
Cape Coast
2. Application forms are obtainable from the Senior Members Section, Directorate of Human Resource, University of Cape Coast. The forms could also be downloaded from the University's website: www.ucc.edu.gh
3. Applicants should request three (3) referees to submit reports on them directly to the above address
4. The closing date for the receipt of applications is 28th September, 2018.



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