

UNIVERSITY OF CAPE COAST

COUNCIL SECRETARIAT

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University Post Office
University of Cape
Ghana

24th September, 2021.

NOTICE

THE POSITION OF PRO VICE-CHANCELLOR OF UNIVERSITY OF CAPE COAST

The term of office of the current Pro Vice-Chancellor, Prof. Dora F. Edu-Buandoh, ends on 31st December, 2021.

The Registrar, in accordance with statute 9.2 of the Statutes of University of Cape Coast, 2016 notified the the Governing Council at a Special Meeting held on Thursday, 16th September, 2021.

Council directed that the vacant position be advertised and subsequently approved the attached internal advertisement for publication.

We wish to bring the advertisement to the attention of the University Community and encourage qualified members of the University to apply. It should be noted that the deadline for the receipt of applications is **Friday, 29th October, 2021.**


Jeff Teye E. Onyame

REGISTRAR

cc: Vice-Chancellor
Pro Vice-Chancellor
Provosts
Director, Directorate of Human Resource
Director, Directorate of Public Affairs
Manager, ATL FM

UNIVERSITY OF CAPE COAST

OFFICE OF THE REGISTRAR



INTERNAL ADVERTISEMENT APPOINTMENT OF PRO VICE-CHANCELLOR

Applications are hereby invited from experienced, results-oriented and highly motivated academic staff of the University of Cape Coast for the position of Pro Vice-Chancellor of the University which will become vacant on 1st January, 2022.

Key Responsibilities

The Pro Vice-Chancellor is 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 as well as promoting the efficiency and good order of the University.

The Pro Vice-Chancellor performs the functions and duties of the Vice-Chancellor in the event of temporary absence of the Vice-Chancellor.

The Pro Vice-Chancellor also performs duties the University Council and Vice-Chancellor determine from time to time and chairs Committees specified in the *Statutes*.

Qualification and Experience

The applicant must

- be a member of the academic staff of University of Cape Coast in accordance with Section 8 (1) of the *University of Cape Coast Law, 1992 (PNDC L 278)*;
- be an acclaimed scholar of professorial rank and an individual of stature and integrity with strong leadership, interpersonal and communication skills, capable of executing the responsibilities outlined above; and
- must have at least ten (10) years working experience in the University.

Applicant must also show evidence of the following:

- management, entrepreneurial, fundraising and prudent financial administration skills;

- hands-on experience at the senior management level (Head of Department and above) in the University;
- capacity to foster and promote good internal and external relations;
- ability to promote learning, teaching, research, development and effectively co-ordinate academic programmes and activities in the University;
- in-depth knowledge and understanding of contemporary higher education issues and their implications for university management; and
- 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 therefore 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 submit applications together with updated curricula vitae, other relevant supporting documents and Vision Statements to:

**The Registrar
University of Cape Coast
Cape Coast**

2. Application forms are available at 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 **Friday, 29th October, 2021**.

**JEFF TEYE E. ONYAME
(REGISTRAR)**