



Vacancy for the Position of Registrar

The Council of the University of Mines and Technology (UMaT), Tarkwa, announces to the general public that the position of the **Registrar** of the University shall become vacant on 1st August, 2025.

THE POSITION

- i. The Registrar is Secretary to the University Council as provided by the Act;
- ii. Responsible to the Vice Chancellor for the administration of the University;
- iii. Responsible for the custody of all legal documents and records of the University; and
- iv. Any other functions as may be assigned to him/her by the Vice Chancellor.

QUALIFICATION AND EXPERIENCE

- i. An applicant should hold a minimum of a Master's Degree with not less than Ten (10) years post-qualification working experience in a tertiary educational institution or analogous body;
- ii. Must be at least a Deputy Registrar or equivalent grade; and
- iii. Applicants with substantial Senior Management experience in a large, complex and decentralised organisation, may be considered.

In addition, an applicant must have proven evidence of:

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

CONTRACT TERM

The successful applicant should be able to serve a minimum of 4 years and shall, upon application

by him/her, be eligible for re-appointment for only another term of 4 years or part thereof but not beyond his/her sixtieth (60th) birthday.

REMUNERATION

Conditions of service are as applicable in Government subvented universities of Ghana.

MODE OF APPLICATION

Interested Applicants should submit six (6) copies of their Application Package including the following:

- » Application Letter;
- » 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 up to five hundred (500) words in standard font size 12 and one-and-half line spacing, indicating how to support the Council and the Vice Chancellor in advancing the Vision and Mission of the University of Mines and Technology, Tarkwa.

Applications should be forwarded under **Registered Cover** marked "**APPLICATION FOR REGISTRAR**" to reach any of the following addresses, not later than, **Friday, 26th July, 2025.**

The Chairman
Search Committee for the Appointment of Registrar
% Office of the Vice Chancellor
University of Mines and Technology
Post Office Box 237, Tarkwa, Ghana

Or

The Office Manager
Universities of Ghana Overseas Office
Ghana Universities House
321 City Road, London EC1V 1LJ
United Kingdom

REGISTRAR