

# ACCRA TECHNICAL UNIVERSITY



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## VACANCY ANNOUNCEMENT REGISTRAR, ACCRA TECHNICAL UNIVERSITY

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The Governing Council of Accra Technical University invites applications from highly qualified and experienced professionals to fill the position of Registrar.

### **About Accra Technical University**

Located in the heart of Accra, Ghana's capital city, Accra Technical University is a prestigious institution of higher learning. Established in 2016 under the Technical Universities Act (Act 922), the institution provides top-notch education in engineering, science, technology, and related fields.

- Staff strength: 1,100 (faculty, administrative, and support staff)
- Student population: 29,400 (full-time and part-time)
- Vision: To be the preferred Technical University in West Africa, driving industry impact, emerging technologies, and sustainability.

### **The Position**

The Registrar is the Chief Administrative and Chief Operating Officer under the Vice-Chancellor and in accordance with policy directives of the Council, is responsible for the day-to-day operations of the University. The Registrar is also Secretary to the Office of the Chancellor, the University Governing Council and the Academic Board.

### **Qualifications and Experience**

- Applicants must hold a minimum of master's degree, preferably in Administration and Management related fields.
- Applicants must have served as a Deputy Registrar in a University or comparable grade in a similar institution/organization for at least six (6) years.
- Applicant must be computer literate.

## **The Person**

- Must be of unblemished character and have a high degree of personal integrity and must have mature and sober judgement.
- Must be a servant leader and have capacity to plan, organize, implement, and administratively manage all activities related to the Office of the Registrar
- Must be able to provide sound advice to the Vice-Chancellor on all issues affecting the administrative functions of the University
- Must have wide experience in the management of students and staff records in a manner that is consistent with the University's mission and accreditation standards

## **Terms of Appointment**

The Registrar shall be appointed for an initial four-year term and may be renewed once for a further four years subject to the statutory retirement age of 60. The terms and conditions of appointment shall be determined by the University Governing Council in accordance with the Technical Universities Act, 2016 (Act 922) and the University's Statutes, with salary and conditions of service comparable to those in similar universities in Ghana

## **How to Apply**

Applicants are to submit:

1. An application letter and completed application forms obtained from the University's website at [www.atu.edu.gh](http://www.atu.edu.gh)
2. Curriculum Vitae, including names and email addresses of three (3) Referees who can attest to the qualities sought.
3. A statement of not more than five pages (Times New Roman size 12 and 1.5 line spacing) outlining their vision and strategies for implementation. (The vision, mission, 2026 Strategic Plan, Scheme of Service, duties of the registrar in the Statutes and other relevant documents may be found on the university's website).

Applications must be delivered in a sealed envelope to the Registry of the University and/or emailed to the address below (as applicable).

The Chairman,  
Search Committee for Registrar  
c/o Office of the Registrar,  
Accra Technical University  
P.O. Box 561, Accra, Ghana  
Email: [searchaturegistrar@gmail.com](mailto:searchaturegistrar@gmail.com)

## **DEADLINE FOR APPLICATIONS**

**Friday, 27<sup>th</sup> February 2026.**

Only shortlisted candidates will be contacted.

**Issued on the Authority of the Chairperson of the Search Committee on this 14<sup>th</sup> day of January 2026.**