

SCHEME OF SERVICE FOR STAFF OF TECHNICAL UNIVERSITIES



**SCHEME OF SERVICE FOR
STAFF OF TECHNICAL
UNIVERSITIES**

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professional qualifications. The categories include Teaching, Library, Administration, Accounting, Stores, Audit, Procurement, Works and Development and Security. Others are Research and Innovation, Workshops and Laboratories, ICT, Transport, Clinic and also Porters. Recruitment into these positions shall be advertised both externally and internally and shall be dependent on vacancies in established job position(s).

In Section C "Junior Staff" refers to staff with qualifications below Higher National Diploma (HND) and its equivalent. The categories of Junior Staff provided for include those in Library, Administration, Accounting, Stores, Audit, Procurement, Works, Estate Management and Security. In addition provision has been made for Workshops and Laboratories, ICT, Transport, Quality Assurance, Medical Services, as well as Porters. Vacancies for these positions are to be advertised and qualified applicants may be considered for appointments through competitive interviews.

All Technical Universities in Ghana are to adhere strictly to the provisions of this Scheme of Service in the recruitment and appointment of all staff categories.



Prof. Kwame Boafo Arthur
Chairman, NCTE

FOREWORD

This **Scheme of Service for Staff of Technical Universities** is approved by the National Council for Tertiary Education (NCTE) in accordance with Section 27A of the Technical Universities (Amendment) Act, 2018 (Act 974) which provides that: “*A Technical University established under this Act shall operate in accordance with the Scheme of Service approved by the National Council for Tertiary Education*”.

A Council of a Technical University shall ensure the implementation of this Scheme of Service which outlines the duties, responsibilities and qualification requirements for appointment and promotion of all staff in Technical Universities in Ghana.

The **Scheme of Service for Staff of Technical Universities** complements the provisions on appointments and promotions in the Technical Universities Act, 2016 (Act 922); the Technical Universities (Amendment) Act, 2018 (Act 974); and the Statutes for Technical Universities. It is designed to:

- Facilitate the appointment and promotion of staff;
- Ensure fairness and uniformity in appointment and promotion; and
- Ensure clear lines of progression.

The document is in three Sections: Section A outlines the duties, responsibilities and qualification requirements for appointments and promotions of Senior Members of the University as provided for in Act 922 and defined in the **Statutes for Staff of Technical Universities** whilst Sections B and C are on Senior and Junior Staff respectively.

The “Senior Member” positions provided for in Section A include Vice Chancellor, Pro Vice Chancellor, Registrar, Librarian, Director of Finance and Internal Auditor. Appointments into these positions are to be made by the Council of the Technical University upon the recommendations of a Search Committee set up in accordance with the Statutes. Positions have also been created for other Senior Member positions for the Teaching, Administration, Library, Finance, Audit and for other categories.

Section B provides positions in the “Senior Staff” categories which refers to staff with a minimum of HND, first degree or equivalent

SECTION A

Senior Members

“Senior Members” refers to Senior Members as defined in the Guiding Statutes.

The following **Senior Management** positions are provided for in the Technical Universities Act, 2016 (Act 922) as well as in the Guiding Statutes:

- Vice-Chancellor
- Pro Vice-Chancellor
- Librarian
- Registrar
- Finance Directorate
- Internal Auditor Directorate

Appointments to the above positions are to be made by Council upon the recommendations of a Search Committee of Council/ Appointments and Promotions Board as provided for in the Guiding Statutes.

The main categories of other Senior Members in a Technical University may include the following and any other categories that may be created by the Technical University Council:

- Administration
- Teaching
- Library
- Finance
- Audit
- Works and Physical Development

ADMINISTRATIVE AND ACADEMIC HEADS

VICE-CHANCELLOR

Duties and Responsibilities

The Vice-Chancellor is the administrative and academic head of the Technical University and is accountable to the Governing Council.

As administrative head, the Vice-Chancellor is responsible for planning, organising, conducting, supervising and controlling the financial and administrative business of the Technical University in line with the Statutes, decisions of Academic Board and other national laws and regulations.

As academic head, the Vice-Chancellor is responsible for promoting quality teaching and learning; industrial training; research and innovation; international and local linkages with the University.

Qualifications and Experience

Candidates for the position of Vice-Chancellor must, among others:

- have good character and high degree of personal integrity.
- be a distinguished scholar with the relevant industrial and professional experience.
- be of Professorial status in a University or of a comparable grade in a similar institution, organisation or industry.
- possess a terminal research postgraduate degree.
- have substantial and relevant administrative experience at senior management level.
- possess fund raising skills.
- have a good understanding of the mandate of Technical Universities the challenges facing the Technical University in particular and tertiary education in Ghana in general.
- be able to complete at least one term of four years before attaining the compulsory retirement age.

Appointment of Vice-Chancellor

The vacancy shall be advertised and qualified applicants shall be considered for appointment. Appointment of Vice-Chancellor shall be through competitive interview and in accordance with the Statutes of the Technical University and decisions of Council.

PRO VICE-CHANCELLOR

Duties and Responsibilities

The Pro Vice-Chancellor shall assist the Vice-Chancellor in the overall management and administration of the Technical University.

Qualifications and Experience

Applicant must, among others:

- have good character and high degree of personal integrity and must be a distinguished scholar with the relevant industrial and professional experience.
- be of Professorial rank in the University or of a comparable grade in a similar institution, organisation or industry.

Appointment of Pro Vice-Chancellor shall be in accordance with the Technical Universities' Act, 2016 (Act 922) and the Statutes.

ACADEMIC/TEACHING STAFF

Senior Members in the Academic/Teaching shall be designated as follows:

- Professor
- Associate Professor
- Senior Lecturer/Senior Research Fellow
- Lecturer/Research Fellow
- Assistant Lecturer/Assistant Research Fellow

Duties and Responsibilities

The duties and responsibilities of all Senior Members in the Academic/Teaching category shall include:

- Teaching
- Curriculum development
- Setting and marking of assignments and examination questions
- Invigilation of examinations
- Submitting of marked scripts and results
- Supervision of students' project work, dissertation and theses
- Offering academic counseling to students
- Research, Technology Adaptation and Innovation and publication
- Assisting in the administration of the department
- Supervision of students' internships and industrial visits
- Mentoring of junior colleagues

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- Undertaking periods of industrial internships
- Extension work and/or service to the University and the nation
- Any other related duties assigned by the Vice-Chancellor or his/her representative

Appointment/Promotion

All first appointments shall be through interview. Appointments to any grade below that of a senior lecturer shall be for a probationary period of two (2) years. In special circumstances, the appointing authority may recommend a shorter or longer period. For all first appointments three referees shall be required and in the case of appointment to the lecturer grade, at least one of the referees must be associated with the applicant's postgraduate studies.

Applicant shall be assessed based on capacity or potential for:

- Teaching;
- Scholarship;
- Research;
- Leadership;
- Industry related experience innovation, and resourcefulness; and
- Extension work and/or service to the University and the nation.

PROFESSOR — (SM 1)

Appointment or promotion to the grade of Professor shall be on the basis of the candidate being nationally and internationally acknowledged as a teacher, scholar and innovator in the candidate's field with significant contribution to industrial innovations, as well as, his/her contribution to the intellectual and professional reputation of the University.

Applicant must have a terminal degree (PhD) or its equivalent and must have served for at least four (4) years as an Associate Professor. Evidence of practical and applied scientific research and industry-related innovation shall be required. Applicant shall demonstrate the capacity for continuous research and dissemination of knowledge through technology transfer and publications. Applicant shall present a minimum of ten (10) cumulative relevant publications in recognised reputable peer reviewed journals after promotion to

Associate Professor grade. Applicants in the Research Fellow grades shall be required to present 50% more than the number of publications expected of those in the Lecturer grade. Original works and productions such as technical designs, scientific inventions and productions, creative and art works supported with write ups shall also be considered. The applicant must be assessed and recommended for promotion by at least two (2) external assessors on his/her research work, inventiveness and experience in industry and extension services.

ASSOCIATE PROFESSOR — (SM 2)

Applicant must have a terminal degree (PhD) or its equivalent and must have served as a Senior Lecturer for a minimum of five (5) years and shown evidence of outstanding performance in teaching, research and industry-related innovations in the candidate's subject area, as well as, contribution to the intellectual reputation of the University.

Evidence of practical and applied scientific research and industry-related innovation shall be required. Applicant shall demonstrate the capacity for continuous research and dissemination of knowledge through technology transfer and publication. Applicant must support his/her application with a minimum of ten (10) publications in recognised reputable peer reviewed journals after promotion to Senior Lecturer grade. Applicants in the Research Fellow grades shall be required to present 50% more than the number of publications expected of those in the Lecturer grade. Original works and productions such as technical designs, scientific inventions and productions, creative and art works supported with write ups shall also be considered. The applicant must be assessed and recommended for promotion by at least two (2) external assessors on his/her research work, inventiveness and experience in industry and extension services.

SENIOR LECTURER/SENIOR RESEARCH FELLOW — (SM 3)

Applicant must have a terminal degree (PhD) or its equivalent and must have served satisfactorily as a Lecturer for a minimum of six (6) years. Evidence of practical and applied scientific research and industry-related innovation shall be required. Applicant shall

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demonstrate the capacity for continuous research and publication. Candidate for this position must support his/her application with a minimum of six (6) publications in recognised reputable peer reviewed journals. Applicants in the Research Fellow grade shall be required to present 50% more than the number of publications expected of those in the Lecturer grade. In addition, evidence of practical and applied scientific research and industry-related innovation shall be considered. Original works and productions such as technical designs, scientific inventions and productions, creative and art works supported with write ups shall also be considered. The applicant must be assessed and recommended for promotion by at least two (2) external assessors on his/her research work, inventiveness and experience in industry and extension services.

LECTURER/RESEARCH FELLOW — (SM 4)

Candidate must hold a terminal degree (PhD) or its equivalent professional qualification in a relevant subject area. Appointment to the position of Lecturer/Research Fellow shall be for a term of six (6) years and may be renewed for a second term upon satisfactory performance. A Lecturer/Research Fellow's appointment may be renewed up to a maximum of two (2) terms, that is, a total of twelve (12) years upon which the appointment may be terminated unless the applicant qualifies for promotion to Senior Lecturer. Lecturers already in service with Masters' degree must upgrade to PhD or equivalent degree by the end of the second term.

ASSISTANT LECTURER/ASSISTANT RESEARCH FELLOW — (SM 5)

The Assistant Lecturer/Assistant Research Fellow position is a **temporary** one designed for prospective Lecturers. An Assistant Lecturer must hold a relevant research Masters' degree. Such a candidate shall be appointed for a period of two (2) years and renewable for a further period of two (2) years only. The appointment of the Assistant Lecturer may be terminated unless the candidate registers for and obtains a terminal degree to qualify for appointment as Lecturer within the above-mentioned period. The Assistant Lecturer/Research Fellow must go through the relevant Appointments and Promotions procedure to be appointed.

LIBRARY STAFF

LIBRARIAN — (SM 1)

The Librarian provides leadership in advancing the University's teaching, research and innovation mission through a clear vision of the library's role, comprehensive strategic planning, and incorporation of emerging technology, sound fiscal management and engagement of all members of the University community.

He/She is the head of the University Library. Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation. The Librarian shall be responsible to the Vice-Chancellor in the management of the Library Department.

Duties and Responsibilities

Specifically, the University Librarian's duties shall include:

- Drawing up and monitoring the implementation of University Library Strategic Plan;
- Directing and coordinating the components of the library i.e. staff, services, collections and external relations;
- Establishing and maintaining procedures, policies and systems that make for efficient library operation;
- Planning, organising, coordinating and measuring the work activities of all library personnel;
- Representing the library in contacts with Administration and Committees of the University;
- Collaborating with the relevant and appropriate institutional libraries and organisations within and outside the country in order to keep up with development trends and attain exposure to developed systems; and
- Any other duties that may be assigned from time to time by the Vice-Chancellor

Qualifications and Experience

Applicant must among others:

- possess a minimum of a postgraduate degree in library or

information science related studies. A PhD in Library Science or Studies is preferable.

- must have served as a Deputy Librarian in a University or comparable grade in a similar institution/organisation for at least six (6) years.
- be a scholar and a member of a Professional Body in Librarianship/Information Science
- be computer literate and be conversant with library software.

Appointment of Librarian

Vacancy shall be advertised and selection shall be through competitive interview.

The appointment of the University Librarian shall be as provided for in the Technical Universities Act, 2016 (Act 922) and the Guiding Statutes.

OTHER SENIOR MEMBER POSITIONS IN THE LIBRARY

Other Senior Members in the Library shall be designated as follows:

- Deputy Librarian
- Senior Assistant Librarian
- Assistant Librarian
- Junior Assistant Librarian

DEPUTY LIBRARIAN — (SM 2)

The Deputy Librarian is an assistant to the Librarian. Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation.

Duties and Responsibilities

The Deputy Librarian shall assist the Librarian in performing managerial, administrative and general library services for the University.

Qualifications and Experience

Applicant must among others:

- possess a minimum of a postgraduate degree in library or information science related studies. A PhD in Library Science or Studies is preferable. He/She must have served as a Senior Assistant Librarian in a University or comparable grade in a similar institution/organisation for at least six (6) years.
- hold membership of a Professional Body in librarianship/Information Science.
- support his/her application with a minimum of ten (10) cumulative publications six (6) of which must have been published in recognised peer reviewed journals after promotion to Senior Assistant Librarian/analogous grade. In addition, other evidence of research and innovation shall be considered. External assessors shall be required to evaluate applicant's publications and other relevant materials in line with the University's criteria for appointment and promotion.
- be computer literate and be conversant with library software.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

SENIOR ASSISTANT LIBRARIAN — (SM 3)

Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation. The Senior Assistant Librarian shall be responsible to the Librarian in the discharge of library duties.

Duties

The Senior Assistant Librarian shall;

- Oversee the duties of a number of Assistant Librarians
- Perform the duties of Assistant Librarians at a higher level of responsibility

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- Supervise and train subordinate staff
- Manage the assets (e.g. computers, files, furniture, cabinets, etc.) under the control of the office
- Provide inputs for Departmental budgeting and
- Perform any other duties that may be assigned from time to time by the Librarian

Qualifications and Experience

Applicant must among others:

- possess a minimum of a postgraduate degree in library or information science related studies. A PhD in Library Science or Studies is preferable. He/She must have served as an Assistant Librarian in a University or comparable grade in a similar institution/organisation for at least six (6) years.
- hold membership of a Professional Body in librarianship/ Information Science.
- support his/her application with a minimum of four (4) cumulative publications published in recognised peer reviewed journals after promotion as Assistant Librarian/analogous grade. External assessors shall be required to evaluate applicant's publications and other relevant materials in line with the University's criteria for appointment and promotion.
- be computer literate and be conversant with library software.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

ASSISTANT LIBRARIAN — (SM 4)

Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation.

Duties

The Assistant Librarian shall;

- Assist in ensuring that the library is stocked with current books, journals, non-book materials and other materials
- Assist in the implementation of the University Library Manual
- Assist in monitoring the attendance of subordinates
- Ensure that housekeeping duties are performed daily in the library
- Supervise the preparation of working timetable for subordinates
- Assist ensuring efficient running of the University's e-library
- Assist in the preparation and control of the library budget
- Serve as a public relations officer for the library .
- Assist in the dissemination of information to patrons
- Assist in ensuring that the library is secured from theft
- Perform classification and cataloguing of books journals and other materials
- Prepare Accession Register and Acquisition Register
- Undertake weeding of materials
- Provide inputs for the preparation of the department's budget and
- Assist in stock taking of library materials
- Manage the assets e.g. computers, files, furniture, cabinets etc. under the control of the office
- Perform any other duties that may be assigned from time to time by the Librarian

Qualifications and Experience

The Assistant Librarian must among others;

- possess a postgraduate degree in library or information science related studies. A PhD in Library Science or Studies is preferable.
- Must be a member of a relevant professional body in Ghana.
- be computer literate and be conversant with relevant library software applications.

Appointment/Promotion

Vacancy shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

JUNIOR ASSISTANT LIBRARIAN — (SM 5)

The Junior Assistant Librarian position is a **temporary** one designed for prospective Assistant Librarians. Staff in this position shall be appointed for a period of three (3) years and renewable for a further period of two (2) years only. The appointment of the Junior Assistant Librarian may be terminated unless the candidate is able to progress to the Assistant Librarian grade within the above-mentioned period.

Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation.

Duties

The Junior Assistant Librarian shall perform the duties of an Assistant Librarian at a lower level of responsibility. These shall include;

- Assist in ensuring that the library is stocked with current books, journals, non-book materials and other materials
- Assist in the implementation of the University Library Manual
- Assist in monitoring the attendance of subordinates
- Ensure that housekeeping duties are performed daily in the library
- Supervise the preparation of working timetable for subordinates
- Assist ensuring efficient running of the University's e-library
- Assist in the preparation and control of the library budget
- Serve as a public relations officer for the library
- Assist in the dissemination of information to patrons
- Assist in ensuring that the library is secured from theft
- Perform classification and cataloguing of books journals and other materials
- Prepare Accession Register and Acquisition Register
- Undertake weeding of materials
- Provide inputs for the preparation of the department's budget and
- Assist in stock taking of library materials
- Manage the assets e.g. computers, files, furniture, cabinets etc. under the control of the office
- Perform any other duties that may be assigned from time to time by the Librarian

Qualifications and Experience

The Junior Assistant Librarian must among others;

- possess a postgraduate degree in library or information science related studies. A PhD in Library Science or Studies is preferable.
- Must be a member of a relevant professional body in Ghana
- be computer literate and be conversant with relevant library software applications.

Appointment/Promotion

Vacancy shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

NON-TEACHING STAFF

The Non-teaching staff in the Senior Member category shall be appointed into the following Offices/Directorates or any other that may be established by the Technical University;

- Office of the Registrar
- Finance Directorate
- Internal Audit Directorate
- Works and Physical Development Directorate
- Quality Assurance and Academic Planning Unit

All SM 5 positions (Junior Assistant Registrar and analogous positions) in the Senior Member non-teaching category are, as in the case of Assistant Lecturers/Assistant Research Fellow positions, **temporary** positions designed for prospective Assistant Registrars and analogous SM 4 positions. Staff in these positions shall be appointed for a period of two (2) years and renewable for a further period of two (2) years only. The appointment shall be terminated if staff is unable to progress to the next grade after the maximum four (4) years through the relevant Appointments and Promotions procedure.

The Scheme does not make provision for SM 5 positions for the

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Industrial Liaison and Guidance and Counselling Units/Offices under the Office of the Registrar as well as staff assigned to Quality Assurance. It is expected that staff of the SM 5 grades in these units/offices are appointed first as Junior Assistant Registrars and migrated into their appropriate units/offices on progression to the SM 4 grade (Assistant Registrar and analogous positions).

ADMINISTRATION

All Senior Members in Administration shall belong to the Office of the Registrar of which the Registrar is the statutory head and shall be appointed into the following Offices/Units or any other that may be established by the Technical University;

- Office of the Registrar
- Procurement Office
- Industrial Liaison Office
- Guidance and Counselling Office
- Sports Office
- Medical Services Directorate
- ICT Office

Staff in these Offices/Directorates, shall unless otherwise stated, be responsible to the Registrar.

OFFICE OF THE REGISTRAR

REGISTRAR — (SM 1)

The Registrar is the head of the Office of the Registrar of the University. Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation. He/She shall assist the Vice-Chancellor in the administration of the University. He/She is the Secretary to the Governing Council as well as all Statutory Committees; and any other functions provided for in the Harmonised Statutes. The Registrar shall be responsible to the Vice-Chancellor in the discharge of administrative duties.

Duties and Responsibilities

The Registrar shall be in charge of all administrative, secretarial and human resource management functions of the University which include but is not limited to the following:

- human resource development and management;
- keeping and maintaining the inventory of the University's assets;
- management and development of the University's assets;
- administration and organisation of admissions;
- organisation of examinations and publication of results;
- organisation of all official ceremonies including matriculation, congregation and convocation;
- serve as secretary to Council and all statutory committees.

Qualifications and Experience

Applicant must hold a minimum of Masters degree preferably in Administration and Management related area. He/She must have served as a Deputy Registrar in a University or comparable grade in a similar institution/organisation for at least six (6) years. Applicant must be computer literate.

Appointment of Registrar

The vacancy shall be advertised. Appointment to the position of Registrar shall be through a competitive search and interview and as provided for in the Technical Universities' Act, 2016 (Act 922) and the Guiding Statutes.

OTHER SENIOR MEMBER POSITIONS IN THE OFFICE OF THE REGISTRAR

Other Senior Member positions in the Office of the Registrar shall be designated as follows:

- Deputy Registrar
- Senior Assistant Registrar
- Assistant Registrar
- Junior Assistant Registrar

Duties and Responsibilities

Senior Members in the Office of the Registrar shall perform a wide range of administrative and professional duties including:

- human resource development and management;
- student record management;
- report writing;
- organising and facilitating meetings;
- university relations.

Appointment/Promotions

All first appointments shall be through competitive interview. Applicant shall demonstrate

- Proven administrative and professional competence;
- Ability to supervise subordinate staff;
- Good written and oral communication skills;
- Good human relations and leadership skills;
- Sound judgment, innovation and resourcefulness.

All new appointments shall be for a probationary period of two (2) years. In special circumstances, the appointing authority may recommend a shorter or longer period. The University Appointment and Promotions Committee shall have the right and responsibility to advise Council on the placement of successful candidates. Three (3) referees shall be required, at least one of who must have been associated with the applicant's postgraduate studies.

DEPUTY REGISTRAR — (SM 2)

The Deputy Registrar is an assistant to the Registrar. Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation.

Duties and Responsibilities

The Deputy Registrar shall assist the Registrar in all administrative,

secretarial and human resource development and management matters of the University.

Qualifications and Experience

Applicant must hold at least a Masters' degree preferably in Administration and Management related area. Applicant must have served as Senior Assistant Registrar in a University or comparable grade in a similar institution/organisation for at least six (6) years.

He/She shall demonstrate outstanding administrative and leadership abilities, proven by relevant working experience and written work, including

- Publications
- Reports
- Memoranda

Applicant must be computer literate. Two (2) External Assessors shall be required.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview as provided for in the University Criteria for appointment and promotion and the Guiding Statutes.

SENIOR ASSISTANT REGISTRAR — (SM 3)

Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation.

Duties and Responsibilities

The Senior Assistant Registrar shall assist the Registrar in all administrative, secretarial and human resource development and management matters of the University.

Qualifications and Experience

Applicant must hold at least a Masters' degree preferably in

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Administration and Management related area. Applicant must have served as Assistant Registrar in a University or comparable grade in a similar institution/organisation for at least six (6) years.

He/She shall demonstrate outstanding administrative and leadership abilities, proven by relevant working experience and written work, including

- Publications
- Reports
- Memoranda

Applicant must be computer literate. Two (2) External Assessors shall be required.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview as provided for in the University Criteria for appointment and promotion and the Guiding Statutes.

ASSISTANT REGISTRAR — (SM 4)

Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation. The officer is expected to perform the following duties at a lower level of responsibility.

Duties and Responsibilities

The Assistant Registrar shall assist the Registrar in all administrative, secretarial and human resource development and management matters of the University.

Qualifications and Experience

Applicant must hold at least a Masters' degree preferably in Administration and Management related area. Applicant must have a minimum of two (2) year post qualification experience as Junior Assistant Registrar in a University or comparable grade in a similar institution.

JUNIOR ASSISTANT REGISTRAR — (SM 5)

Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation.

Duties and Responsibilities

The officer is expected to perform the following duties at a lower level of responsibility;

- Oversee the duties of the Chief Administrative Assistant
- Perform the duties of an Assistant Registrar at a lower level of responsibility
- Be responsible to the Registrar in the discharge of administrative duties
- Manage the assets (e.g. computers, files, furniture, cabinets, etc.) under the control of the office
- Provide inputs for the preparation of Registry Budget
- Any other duties that may be assigned from time to time by the Registrar

Qualifications and Experience

Applicant must hold at least a Masters' degree preferably in Administration and Management related area.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview as provided for in the University Criteria for appointment and promotion and the Guiding Statutes.

FINANCE DIRECTORATE

DIRECTOR OF FINANCE — (SM 1)

The Director of Finance is a top management position and is the head of the Finance Office of the University. Staff in this grade shall be required to show high qualities of sound judgment, initiative,

resourcefulness, precision and professionalism in their area of specialisation. He/she is responsible to the Vice-Chancellor in the discharge of his/her duties.

Duties and Responsibilities

The Director of Finance:

- is the Chief Accounts Officer of the University and the Chief Financial Advisor to the Vice-Chancellor;
- has general responsibility for the administration of the financial affairs of the University that shall ensure its financial health and he/she exercises direct superintendence over all accounts officers;
- is responsible for collecting all legitimate revenue due should be the University;
- exercises control over expenditure in line with the University's objectives and budgets;
- has the duty of preparing the annual budget of the University for presentation to the appropriate governing body for approval and implementation;
- is also responsible for ensuring that the financial statements of the University are drawn up in accordance with the Technical University Act 2016, Act 922, the Harmonised Statutes, applicable accounting standards and all other Regulations approved by the University as well as all other relevant national laws and regulations;
- liaises with the appointed external auditors to get the University's financial statements audited.

Qualifications and Experience

Applicant must be a Chartered Accountant and hold a Masters' degree in the relevant field.

He/She must have served as a Deputy Director of Finance in a University or comparable grade in a similar institution/organisation for at least six (6) years.

Applicant must be computer literate and be conversant with accounting software applications.

In addition, applicant must:

- be analytical, critical, result-oriented, innovative and visionary;
- possess hands-on ability to work independently;
- possess excellent communication, interpersonal and supervisory skills;
- be a good team player;
- possess strong IT skills and be familiar with current accounting software;
- be able to work under pressure to meet deadlines; and
- possess proactive business and commercial flair.

Appointment of Director of Finance

The vacancy shall be advertised. Appointment to the position of Director of Finance shall be through competitive interview and as provided for in the Technical Universities Act, 2016 (Act 922) and in the Guiding Statutes. Candidates must show clear evidence of ability to hold schedule(s) without supervision.

OTHER SENIOR MEMBER POSITIONS IN FINANCE DIRECTORATE

Other Senior Member positions in Finance shall be designated as follows:

- Deputy Director of Finance
- Senior Accountant
- Accountant
- Assistant Accountant

DEPUTY DIRECTOR OF FINANCE — (SM 2)

Duties and Responsibilities

The Deputy Director of Finance shall assist the Director of Finance in the overall management and administration of the Office and functions as provided for in the Technical Universities Act, 2016 (Act 922) and Guiding Statutes.

Qualification and Experience

Applicant must be a Chartered Accountant and hold a Masters' degree

in the relevant field. He/She must have served as a Senior Accountant in a University or comparable grade in a similar institution/organisation for at least six (6) years.

Applicant must be computer literate and be conversant with accounting software applications.

In addition, applicant must:

- be analytical, critical, result-oriented, innovative and visionary;
- possess hands-on ability to work independently;
- possess excellent communication, interpersonal and supervisory skills;
- be a good team player;
- possess strong IT skills and familiarity with accounting software;
- be able to work under pressure to meet deadlines; and
- possess proactive commercial flair.

Appointment of Deputy Director of Finance

The vacancy shall be advertised. Appointment to the position of a Deputy Director of Finance shall be through competitive interview. In addition, applicants shall be required to support their application with papers and publication for two (2) External Assessors' evaluation. Applicants must show clear evidence of ability to hold schedule(s) without supervision.

SENIOR ACCOUNTANT — (SM 3)

Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation.

Duties and Responsibilities

The Senior Accountant shall assist the Director of Finance in the overall management and administration of the Office and functions as provided for in the Technical University Act, 2016 (Act 922) and Statutes.

Qualification and Experience

Applicant must be a Chartered Accountant and hold a Masters' degree

in the relevant field. He/She must have served as an Accountant in a University or comparable grade in a similar institution/organisation for at least six (6) years.

Applicant must be computer literate and be conversant with accounting software applications.

In addition, applicant must:

- be analytical, critical, result-oriented, innovative and visionary;
- possess hands-on ability to work independently;
- possess excellent communication, interpersonal and supervisory skills;
- be a good team player;
- possess strong IT skills and familiarity with accounting software;
- be able to work under pressure to meet deadlines; and
- possess proactive commercial flair.

Appointment of Senior Accountant

The vacancy shall be advertised. Appointment to the position of a Senior Accountant shall be through competitive interview and as provided for in the Guiding Statutes and Criteria for Appointment and Promotion. In addition, applicants shall be required to support their application with papers and publication for two (2) External Assessors' evaluation. Applicants must show clear evidence of ability to hold schedule(s) without supervision.

ACCOUNTANT — (SM 4)

Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation.

Duties and Responsibilities

The Accountant shall assist the Director of Finance in the overall management and administration of the Office and functions as provided for in the Technical University Act, 2016 (Act 922) and Statutes.

Qualification and Experience

Applicant must be a Chartered Accountant and hold a Masters' degree in the relevant field. He/She must have served as an Assistant Accountant in a University or comparable grade in a similar institution/organisation for at least two (2) years.

Applicant must be computer literate and be conversant with accounting software applications.

In addition, applicant must:

- be analytical, critical, result-oriented, innovative and visionary;
- possess hands-on ability to work independently;
- possess excellent communication, interpersonal and supervisory skills;
- be a good team player;
- possess strong IT skills and familiarity with accounting software;
- be able to work under pressure to meet deadlines; and
- possess proactive commercial flair.

Appointment of Accountant

The vacancy shall be advertised. Appointment to the position of an Accountant shall be through competitive interview and as provided for in the Guiding Statutes and Criteria for Appointment and Promotion. In addition, applicants shall be required to support their application with papers and publication for two (2) External Assessors' evaluation. Applicants must show clear evidence of ability to hold schedule(s) without supervision.

ASSISTANT ACCOUNTANT — (SM 5)

Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation. The officer is expected to undertake the following duties at a lower level of responsibility.

Duties and Responsibilities

The Assistant Accountant shall:

- Oversee the duties of Chief Accounting Assistant

- Perform the duties of Assistant Accountant at a lower level of responsibility
- Be responsible to the Director of Finance in the discharge of administrative duties
- Manage the assets (e.g. computers, files, furniture, cabinets etc.) under the control of the office
- Provide inputs for preparation of Finance Office budget and
- Perform any other duties that may be assigned from time to time by the Director of Finance.

Qualifications and Experience

Applicant must be a Chartered Accountant and hold a Masters' degree in the relevant field. Applicants must show clear evidence of ability to hold schedule(s) without supervision and must be conversant with relevant accounting software applications.

Appointment of Assistant Accountant

The vacancy shall be advertised. Appointment to the position of an Accountant shall be through competitive interview and as provided for in the Statutes and Criteria for Appointment and Promotion.

INTERNAL AUDIT DIRECTORATE

INTERNAL AUDITOR — (SM 1)

The Internal Auditor is a high level independent corporate executive with overall responsibility for the Internal Audit. He/she must be fully conversant with the risks, goals, policies, and processes of the University.

The Internal Auditor administratively reports to the Vice-Chancellor. The internal audit reports shall be submitted to the University Audit Committee through the Vice-Chancellor and copied to the Director-General of the Internal Audit Agency and the Auditor General.

In general, the Internal Auditor shall provide an independent, objective assurance and consulting services designed to add value and improve the University's operations. He/She shall help the University accomplish its objectives by bringing a systematic

disciplined approach to evaluating and improving risk management, control, and governance processes.

Duties and Responsibilities

The duties and responsibilities of the Internal Auditor include:

- determining the reliability and adequacy of accounting;
- financial and operational controls in the University;
- evaluate the procedures of the University to determine whether results are consistent with stated objectives and goals;
- monitoring reports and ensures compliance with the relevant laws and regulations compliance with established policies, plan and procedures;
- appraising the quality of performance of those carrying out assigned responsibilities;
- assessing the extent to which assets are accounted for and safeguarded against losses;
- ensuring that reliable records form the basis for the preparation of appropriate financial and other data provided for decision-making;
- drawing the Vice-Chancellor's attention to deficiencies in the system, instances of duplicated functions, waste or other inefficiencies with recommendations for remedies where necessary;
- carrying out special reviews of accounting and internal control systems with the view to minimising weaknesses.

Qualifications and Experience

Applicant must be a Chartered Accountant and hold a minimum of a Masters' degree in the relevant field. He/She must have served as a Deputy Internal Auditor in a University or comparable grade in a similar institution/organisation for at least six (6) years.

Applicant must be computer literate and be conversant with accounting/auditing software applications.

In addition, applicant must:

- be analytical, critical, result-oriented, innovative and visionary;
- possess hands-on ability to work independently;

- possess excellent communication, interpersonal and supervisory skills;
- be a good team player;
- possess strong IT skills and familiarity with accounting software;
- be able to work under pressure to meet deadlines; and
- possess proactive commercial flair.

Appointment of Internal Auditor

The vacancy shall be advertised. Appointment to the position of Internal Auditor shall be through competitive interview and as provided for in the Technical University Act, 2016 (Act 922) and in the Guiding Statutes. In addition, applicant shall be required to produce a write-up on work done at current grade, based on work output, for two (2) External Assessors' evaluation. Applicants must show clear evidence of ability to hold schedule(s) without supervision and must be conversant with relevant accounting software applications.

OTHER SENIOR MEMBER POSITIONS IN INTERNAL AUDIT DIRECTORATE

Other senior member positions in Internal Audit shall be designated as follows:

- Deputy Internal Auditor
- Senior Assistant Internal Auditor
- Assistant Internal Auditor
- Junior Assistant Internal Auditor

DEPUTY INTERNAL AUDITOR — (SM 2)

The Deputy Internal Auditor is an assistant to the Internal Auditor. Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation.

Duties and Responsibilities

The Deputy Internal Auditor shall assist the Internal Auditor in the overall management and administration of the Office and functions

as provided for in the Technical University Act, 2016 (Act 922) and other national laws and regulations relating to finance.

Qualifications and Experience

Applicant must be a Chartered Accountant and hold a minimum of a Masters' degree in the relevant field. He/She must have served as a Senior Assistant Internal Auditor in a University or comparable grade in a similar institution/organisation for at least six (6) years.

Applicants must be computer literate and be conversant with accounting/auditing software applications.

In addition, applicant must:

- be analytical, critical, result-oriented, innovative and visionary;
- possess hands-on ability to work independently;
- possess excellent communication, interpersonal and supervisory skills;
- be a good team player;
- possess strong IT skills and familiarity with accounting software;
- be able to work under pressure to meet deadlines; and
- possess proactive commercial flair.

Appointment of Deputy Internal Auditor

The vacancy shall be advertised. Appointment to the position of Deputy Internal Auditor shall be through competitive interview and as provided for in the Guiding Statutes. In addition, applicants shall be required to support their application with papers and publication for two (2) External Assessors' evaluation. Applicants must show clear evidence of ability to hold schedule(s) without supervision.

SENIOR ASSISTANT INTERNAL AUDITOR — (SM 3)

Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation.

Duties and Responsibilities

The Senior Assistant Internal Auditor shall assist the Internal Auditor in the overall management and administration of the Office and

functions as provided for in the Technical Universities Act, 2016 (Act 922) and other national laws and regulations relating to finance.

Qualifications and Experience

Applicant must be a Chartered Accountant and hold a minimum of a Masters' degree in the relevant field. He/She must have served as an Assistant Internal Auditor in a University or comparable grade in a similar institution/organisation for at least six (6) years.

Applicant must be computer literate and must be conversant with accounting/auditing software applications.

In addition, applicant must:

- be analytical, critical, result-oriented, innovative and visionary;
- possess hands-on ability to work independently;
- possess excellent communication, interpersonal and supervisory skills;
- be a good team player;
- possess strong IT skills and familiarity with accounting software;
- be able to work under pressure to meet deadlines; and
- possess proactive commercial flair.

Appointment of Senior Assistant Internal Auditor

The vacancy shall be advertised. Appointment to the position of Senior Assistant Internal Auditor shall be through competitive interview and as provided for in the Guiding Statutes. In addition, applicants shall be required to support their application with papers and publication for two (2) External Assessors' evaluation. Applicants must show clear evidence of ability to hold schedule(s) without supervision.

ASSISTANT INTERNAL AUDITOR — (SM 4)

Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation. Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation.

Duties and Responsibilities

The Assistant Internal Auditor shall assist the Internal Auditor in the overall management and administration of the Office and functions as provided for in the Technical University Act, 2016 (Act 922) and other national laws and regulations relating to finance.

Qualifications and Experience

Applicant must be a Chartered Accountant and hold a Masters' degree in the relevant field. He/She must have at least two (2) years post-professional accountancy/auditing experience as a Junior Assistant Internal Auditor or comparable grade in a similar position.

Applicant must be computer literate and must be conversant with accounting/auditing application software.

In addition, applicant must:

- be analytical, critical, result-oriented, innovative and visionary;
- possess hands-on ability to work independently;
- possess excellent communication, interpersonal and supervisory skills;
- be a good team player;
- possess strong IT skills and familiarity with accounting software;
- be able to work under pressure to meet deadlines; and
- possess proactive commercial flair.

Appointment of Assistant Internal Auditor

The vacancy shall be advertised. Appointment to the position of Assistant Internal Auditor shall be through competitive interview and as provided for in the Guiding Statutes.

JUNIOR ASSISTANT INTERNAL AUDITOR — (SM 5)

Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation.

Duties and Responsibilities

The Officer is expected to undertake the following duties at a lower level of responsibility;

- Oversee the duties of the Chief Auditing Assistant;
- Perform the duties of Assistant Internal Auditor at a lower level of responsibility;
- Be responsible to the Internal Auditor in the discharge of auditing duties;
- Manage the assets (computers, files, furniture, cabinets, etc.) under the control of the office;
- Provide inputs for the preparation of Internal Audit Office budget; and
- Perform any other duties that may be assigned from time to time by the Internal Auditor.

Qualifications and Experience

Applicant must be a Chartered Accountant and hold a Masters' degree in the relevant field.

Applicant must be computer literate and must be conversant with accounting/auditing application software.

In addition, applicant must:

- Be analytical, critical, result-oriented, innovative and visionary;
- Possess hands-on ability to work independently;
- Possess excellent communication, interpersonal and supervisory skills;
- Be a good team player;
- Possess strong IT skills and familiarity with accounting software;
- be able to work under pressure to meet deadlines; and
- Possess proactive commercial flair.

Appointment of Junior Assistant Internal Auditor

The vacancy shall be advertised. Appointment to the position of Assistant Internal Auditor shall be through competitive interview and as provided for in the Guiding Statutes.

PROCUREMENT OFFICE

PROCUREMENT OFFICER — (SM 2)

The Procurement Officer is the head of the Procurement Office/Unit.

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Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness; precision and professionalism in their area of specialisation. The Procurement Officer shall be responsible to the Registrar in the management of the Procurement Office/Unit.

Duties and Responsibilities:

- Provide input for the formulation of procurement strategy
- Supervise the maintenance and updating of proper database of suppliers, service providers and consultants
- Assist in monitoring contracts to ensure compliance with contract terms
- Advise Management on procurement related issues
- Prepare procurement plans for goods, works and services for the University
- Compile procurement requests from user departments for action
- Assist in addressing complaints from user departments and suppliers
- Assist in answering queries raised by appropriate authority on procurement activities
- Assist in implementing systems and procedures to ensure value for money in the entity procurement activities
- Assist in the process of advertising tenders
- Prepare tender bids
- Responsible for the preparation and control of the department's budget
- Ensure that proper filing system is maintained for procurement activities
- Manage the assets e.g. computers, files, furniture, cabinets etc. under the control of the procurement department, and
- Any other duties that may be assigned by the Registrar

Qualifications and Experience

Applicant must hold a minimum of Masters' Degree in Procurement Management or related areas plus a Professional Qualification in Procurement. Applicant must have served as a Senior Assistant Procurement Officer in a University or comparable grade in a similar

institution/organisation for at least six (6) years. Applicant must be computer literate and must be abreast with relevant software applications.

Appointment of Procurement Officer

The vacancy shall be advertised. Appointment to the position of Procurement Officer shall be through competitive interview and as provided in the Guiding Statutes. In addition, applicants shall be required to support their application with papers and publication for two (2) External Assessors' evaluation. Applicants must show clear evidence of ability to hold schedule(s) without supervision and must be conversant with the Public Procurement Act, 2003 (Act 663) and other relevant financial administration laws.

OTHER SENIOR MEMBER POSITIONS IN PROCUREMENT OFFICE

Other senior member positions in Procurement shall be designated as follows:

- Senior Assistant Procurement Officer
- Assistant Procurement Officer
- Junior Assistant Procurement Officer

SENIOR ASSISTANT PROCUREMENT OFFICER — (SM 3)

Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation.

Duties and Responsibilities

The Senior Assistant Procurement Officer shall assist the Procurement Officer in the performance of their duties and in accordance with the relevant laws.

- Public Procurement Act, 2003 (Act 663)
- Public Procurement (Amendment) Act, 2016 (Act 914)
- Internal Audit Agency Act, 2003 (Act 658)
- Audit Service Act, 2000 (Act 584)

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- Financial Administration Act, 2003 (Act 654)
- Valued Added Tax Act, 2013 (Act 870)
- Income Tax Act, 2015 (Act 896)

Qualifications and Experience

Applicant must hold a minimum of Masters' Degree in Procurement Management plus a Professional Qualification in Procurement. Applicant must have served as an Assistant Procurement Officer in a University or comparable institution/organisation for at least six (6) years. Applicant must be computer literate and must be abreast with relevant software applications.

Appointment of Senior Assistant Procurement Officer

The vacancy shall be advertised. Appointment to the position of Senior Assistant Procurement Officer shall be through competitive interview and as provided for in the Guiding Statutes. In addition, applicants shall be required to support their application with papers and publication for two (2) External Assessors' evaluation. Applicants must show clear evidence of ability to hold schedule(s) without supervision and must be conversant with the Public Procurement Laws and other relevant financial administration laws.

ASSISTANT PROCUREMENT OFFICER — (SM 4)

Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation.

Duties and Responsibilities

The Assistant Procurement Officer shall assist the Procurement Officer in the performance of their functions and in accordance with the relevant laws.

- Public Procurement Act, 2003 (Act 633)
- Public Procurement (Amendment) Act, 2016 (Act 914)
- Internal Audit Agency Act, 2003 (Act 658)
- Audit Service Act, 2000 (Act 584)
- Financial Administration Act, 2003 (Act 654)

- Valued Added Tax Act, 2013 (Act 870)
- Income Tax Act, 2015 (Act 896)

Qualifications and Experience

Applicant must hold a minimum of Masters' Degree in Procurement Management plus a Professional Qualification in Procurement. Applicant must have at least two (2) years post-qualification experience as a Junior Assistant Procurement Officer or comparable grade in a similar institution in the area of procurement. Applicant must be computer literate and be abreast with relevant software applications.

Appointment of Assistant Procurement Officer

The vacancy shall be advertised. Appointment to the position of Assistant Procurement Officer shall be through competitive interview and as provided for in the Guiding Statutes. Applicants must show clear evidence of ability to hold schedule(s) without supervision and must be conversant with the Public Procurement Laws and other relevant financial administration laws.

JUNIOR ASSISTANT PROCUREMENT OFFICER — (SM 5)

Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation.

Duties and Responsibilities

The Officer is expected to undertake the following duties at a lower level of responsibility;

- Oversee the duties of the Chief Procurement Assistant
- Perform the duties of Assistant Procurement Officer at a lower level of responsibility;
- Be responsible to the Procurement Officer in the discharge of auditing duties;
- Manage the assets (computers, files, furniture, cabinets, etc.) under the control of the office;

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- Provide inputs for the preparation of Procurement Office budget; and
- Perform any other duties that may be assigned from time to time by the Procurement Officer.

Qualifications and Experience

Applicant must hold a minimum of Masters' Degree in Procurement Management plus a Professional Qualification in Procurement. Applicant must be computer literate and be abreast with relevant software applications.

Appointment of Junior Assistant Procurement Officer

The vacancy shall be advertised. Appointment to the position of Junior Assistant Procurement Officer shall be through competitive interview and as provided for in the Guiding Statutes. Applicants must show clear evidence of ability to hold schedule(s) without supervision and must be conversant with the Public Procurement Laws and other relevant financial administration laws.

**WORKS AND PHYSICAL DEVELOPMENT DIRECTORATE
DIRECTOR OF WORKS AND PHYSICAL DEVELOPMENT —
(SM 1)**

The Director of Works and Physical Development shall operate under the Vice-Chancellor. He/She is responsible for the overall development and maintenance of the physical environment of the University and the provision of essential services in an effective and efficient manner.

Duties and Responsibilities

The Director of Works and Physical Development oversees the activities of the following divisions:

The Physical Development Works and Housing
Development Office
Architecture and Engineering
Quantity Surveying
Grounds and Environmental Health
Services and Operations

Environmental Health Services
Estate Organisation

THE DIRECTOR OF WORKS AND PHYSICAL DEVELOPMENT

- supervises all works and contracts to ensure that construction and renovations are in consonance with prevailing industry standards and specifications.
- Oversees the management of construction contracts with the view to ensuring compliance and due delivery of projects.
- Advises on the procurement of consultancy services relating to the provision of technical advice on construction in compliance with national laws and regulations.
- Responsible for management and maintenance of the buildings, roads, drains, parks and gardens of the University and their designs and drawings.
- Advises on the management and control of land use.
- Advises the Vice-Chancellor and the University Council on matters of land and development.
- Provides architectural and engineering designs and bills of quantities for all University construction projects.

Qualifications and Experience

Applicant must have a minimum of Masters' Degree in the Built Environment or relevant area of study **PLUS** relevant Professional Qualification.

Applicant must have served as Deputy Director of Works and Physical Development in a University or comparable grade in a similar institution/organisation for at least six (6) years. Applicants must be computer literate.

Appointment of Director of Works and Physical Development

Vacancies shall be advertised and qualified applicants may be considered for appointments. Selection shall be through procedures as provided for by the Guiding Statutes and the Criteria for Appointments and Promotions.

OTHER SENIOR MEMBER POSITIONS IN THE WORKS AND PHYSICAL DEVELOPMENT DIRECTORATE

Other senior member positions in the Development Office shall be designated as follows:

- Deputy Director of Works and Physical Development
- Senior Assistant Development Officer
- Assistant Development Officer
- Junior Assistant Development Officer
- Estate Officer
- Assistant Estate Officer

DEPUTY DIRECTOR OF WORKS AND PHYSICAL DEVELOPMENT — (SM 2)

The Deputy Director of Works and Physical Development is an assistant to the Director of Works and Physical Development. Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation.

Duties and Responsibilities

The Deputy Director of Works and Physical Development shall assist the Director of Works and Physical Development in the overall administration of the Development Office and functions as provided for in the Technical Universities Act, 2016 (Act 922) and the Guiding Statutes.

Qualifications and Experience

Applicant must have a minimum of Masters' Degree in the Built Environment or relevant area of study **PLUS** relevant Professional Qualification. Applicant must have served as Senior Assistant Development Officer in a University or a comparable grade in a similar institution/organisation for at least six (6) years. Applicant must be computer literate.

Appointment of Deputy Director of Works and Physical Development

Vacancies shall be advertised and qualified applicants may be considered for appointments. Selection shall be through competitive interview as provided for by the Guiding Statutes and the Criteria for Appointments and Promotions. In addition, applicants shall be required to support their application with papers and publication for two (2) External Assessors' evaluation. Applicants must show clear evidence of ability to hold schedule(s) without supervision.

SENIOR ASSISTANT DEVELOPMENT OFFICER — (SM 3)

Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation.

Duties and Responsibilities

The Senior Assistant Development Officer shall assist the Director of Works and Physical Development in the overall administration of the Works and Physical Development Office and functions as provided for in the Technical Universities Act, 2016 (Act 922) and the Guiding Statutes.

Qualifications and Experience

Applicants must have a minimum of Masters' Degree in the Built Environment **PLUS** relevant Professional Qualification. Applicants must have served as Assistant Development Officer in a University or comparable grade in a similar institution/organisation for at least six (6) years. Applicants must be computer literate.

Appointment of Senior Assistant Development Officer

Vacancies shall be advertised and qualified applicants may be considered for appointments. Selection shall be through competitive interview as provided for by the Guiding Statutes and the Criteria for Appointments and Promotions. In addition, applicants shall be required to support their application with papers and publication for two (2)

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External Assessors' evaluation. Candidates must show clear evidence of ability to hold schedule(s) without supervision.

ASSISTANT DEVELOPMENT OFFICER — (SM 4)

Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation.

Duties and Responsibilities

The Assistant Development Officer shall assist the Director of Works and Physical Development in the overall administration of the Works and Physical Development Office and functions as provided for in the Technical Universities Act, 2016 (Act 922) and the Guiding Statutes.

Qualifications and Experience

Applicant must have a minimum of Masters' Degree in the Built Environment or relevant areas of study **PLUS** relevant Professional Qualification with at least two (2) years post-qualification experience as Junior Assistant Development Officer in tertiary education institution or comparable grade in a similar institution.

Appointment of Assistant Development Officer

Vacancies shall be advertised and qualified applicants may be considered for appointments. Selection shall be through competitive interview as provided for by the Guiding Statutes and the Criteria for Appointments and Promotions.

JUNIOR ASSISTANT DEVELOPMENT OFFICER — (SM 5)

Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation.

Duties and Responsibilities

The Officer is expected to undertake the following duties at a lower level of responsibility;

- Oversee the duties of the Chief Development Assistant
- Perform the duties of Assistant Development Officer at a lower level of responsibility;
- Be responsible to the Director of Works and Physical Development in the discharge of auditing duties;
- Manage the assets (computers, files, furniture, cabinets, etc.) under the control of the office;
- Provide inputs for the preparation of the Works and Physical Development Office budget; and
- Perform any other duties that may be assigned from time to time by the Director of Works and Physical Development.

Qualifications and Experience

Applicant must have a minimum of Masters' Degree in the Built Environment or relevant areas of study **PLUS** relevant Professional Qualification.

Appointment of Junior Assistant Development Officer

Vacancies shall be advertised and qualified applicants may be considered for appointments. Selection shall be through competitive interview as provided for by the Guiding Statutes and the Criteria for Appointments and Promotions.

ESTATE OFFICER — (SM 3)

Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation.

Duties and Responsibilities

The Estate Officer is the overall head of the Estate Department and work towards the Director of Works and Physical Development and functions in tandem with the Office of Works and Physical Development, as provided for in the Technical Universities Act, 2016 (Act 922) and the Guiding Statutes.

Qualifications and Experience

Applicant must have a minimum of Masters' Degree in the Built Environment/Land Economy/Estate Management or relevant area of study **PLUS** relevant Professional Qualification. Applicant must have served as Estate Officer in a University or comparable grade in a similar institution/organisation for at least six (6). Applicant must be computer literate.

Appointment of Estate Officer

Vacancies shall be advertised and qualified applicants may be considered for appointments. Selection shall be through competitive interview as provided for by the Guiding Statutes and the Criteria for Appointments and Promotions. In addition, applicants shall be required to support their application with papers and publication for two (2) External Assessors' evaluation. Applicants must show clear evidence of ability to hold schedule(s) without supervision.

ASSISTANT ESTATE OFFICER — (SM 4)

Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation.

Duties and Responsibilities

The Assistant Estate Officer shall assist the Estate Officer in his/her functions in tandem with the Office of Works and Physical Development, as provided for in the Technical Universities Act, 2016 (Act 922) and the Guiding Statutes.

Qualifications and Experience

Applicant must have a minimum of Masters' Degree in the Built Environment/Land Economy/Estate Management **PLUS** relevant Professional Qualification with at least two (2) years post-qualification experience.

Appointment of Assistant Estate Officer

Vacancies shall be advertised and qualified applicants may be

considered for appointments. Selection shall be through competitive interview as provided for by the Guiding Statutes and the Criteria for Appointments and Promotions.

QUALITY ASSURANCE AND ACADEMIC PLANNING UNIT (QAPU)

The Head of QAPU shall be appointed by the Vice Chancellor, usually a senior academic, preferably of professorial rank. The Head of QAPU shall have oversight responsibility over this unit.

OTHER SENIOR MEMBER POSITIONS IN QAPU

Other senior member positions of QAPU shall be designated as follows:

- Planning Officer
- Assistant Planning Officer
- Junior Assistant Planning Officer
- Quality Assurance Officer
- Assistant Quality Assurance Officer

PLANNING OFFICER — (SM 3)

The Planning Officer is the head of the Planning Unit of the University. Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation. The Planning Officer shall be responsible to the Head of QAPU in the discharge of his/her duties.

Duties and Responsibilities

The Planning Officer shall:

- Promote the Unit as statistical data source of the University
- Ensure proper management of statistical data on students, staff and physical facilities of the institution

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- Provide statistical reports to the regulatory agencies — NCTE, NAB, and NABPTEX, COTVET, etc.
- Advise on the development of Strategic Plan for the University
- Monitor and evaluate Action Plans contained in the Strategic Plan
- Design appropriate format for data collection and reporting in the departments
- Collaborate with Quality Assurance Office in the design, implementation and review of academic quality controls
- Any other duties that may be assigned from time to time by the Vice-Chancellor

Qualifications and Experience

Applicant must hold a minimum of Masters' Degree in a relevant field. A relevant Professional qualification would be an added advantage. Applicant must have at least eight (8) years post-qualification experience in a senior management position in a tertiary education, industry, or any relevant public service organisation.

OR

Must have served in the grade of Senior Assistant Planning Officer for a minimum of four (4) years in a tertiary institution

Appointment of Planning Officer

Vacancies shall be advertised and qualified applicants may be considered for appointments. Applicants shall be required to produce a write-up on work done at current grade, based on work output, for two External Assessors' evaluation.

Selection shall be through competitive interview as provided for by the Statutes and the Criteria for Appointments and Promotions.

ASSISTANT PLANNING OFFICER — (SM 4)

Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation.

Duties and Responsibilities

The Assistant Planning Officer shall assist the Planning Officer in the overall administration and management of the office and in the discharge of its functions as provided for in the Guiding Statutes of the University.

Qualifications and Experience

Applicant must hold a minimum of Masters' Degree in a relevant field. A relevant Professional qualification would be an added advantage. Applicant must have at least two (2) years post-qualification experience as a Junior Assistant Planning Officer in a tertiary education institution or senior management in industry or any relevant public service organisation.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointments. Applicants shall be required to produce a write-up on work done at current grade, based on work output, for two External Assessors' evaluation.

Selection shall be through competitive interview as provided for by the Guiding Statutes and the Criteria for Appointments and Promotions.

JUNIOR ASSISTANT PLANNING OFFICER — (SM 5)

Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation.

Duties and Responsibilities

The officer is expected to perform the following duties at a lower level of responsibility;

- Oversee the duties of the Chief Planning Assistant
- Perform the duties of an Assistant Planning Officer at a lower level of responsibility

- Be responsible to the Planning Officer in the discharge of administrative duties
- Manage the assets (e.g. computers, files, furniture, cabinets, etc.) under the control of the office
- Provide inputs for the preparation of Planning Office Budget
- Any other duties that may be assigned from time to time by the Planning Officer

Qualifications and Experience

Applicant must hold at least a Masters' degree in the relevant area.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview as provided for in the University Criteria for appointment and promotion and the Guiding Statutes.

QUALITY ASSURANCE OFFICER — (SM 3)

The Quality Assurance Officer is the head of the Quality Assurance Unit of the University. Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation. The Quality Assurance Officer shall be responsible to the Head of QAPU in the discharge of his/her duties.

Duties and Responsibilities

The Quality Assurance Officer shall:

- Maintain acceptable levels of academic standards with respect to teaching, learning, research and innovation
- Conduct student evaluation of courses and teaching staff every semester
- Conduct departmental reviews at least every five (5) years
- Facilitate the conduct of self-assessment and quality audits
- Facilitate quality audits and staff development
- Oversee the preparation of quality audits, self-studies, quality assurance reviews, surveys, staff training and development

- Graduate tracer studies
- Ensure proper orientation of new staff both Teaching and Non-Teaching
- Liaise with Faculties/Schools for Accreditation of new programmes and re-accreditation of existing programmes with NAB
- Design, implement and review academic quality control schemes
- Coordinate Affiliation activities on behalf of the University
- Design appropriate format for data collection and reporting in the department
- Any other duties that may be assigned from time to time by the Vice-Chancellor

Qualifications and Experience

Applicant must hold a minimum of Masters' Degree in a relevant field. A relevant Professional qualification would be an added advantage. Applicant must have at least eight (8) years post-qualification experience in a senior management position in a tertiary education, industry, or any relevant public service organisation.

OR

Must have served in the grade of Assistant Quality Assurance Officer for a minimum of four (4) years in a tertiary institution

Appointment of Quality Assurance Officer

Vacancies shall be advertised and qualified applicants may be considered for appointments. Applicants shall be required to produce a write-up on work done at current grade, based on work output, for two External Assessors' evaluation.

Selection shall be through competitive interview as provided for by the Guiding Statutes and the Criteria for Appointments and Promotions.

ASSISTANT QUALITY ASSURANCE OFFICER — (SM 4)

Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation.

Duties and Responsibilities

The Assistant Quality Assurance Officer shall assist the Quality Assurance Officer in the overall administration and management of the office and in the discharge of its functions as provided for in the Guiding Statutes of the University.

Qualifications and Experience

Applicant must hold a minimum of Masters' Degree in a relevant field. A relevant Professional qualification would be an added advantage. Applicant must have at least six (6) years post-qualification experience in a senior management position in a tertiary education, industry, or any relevant public service organisation.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointments. Applicants shall be required to produce a write-up on work done at current grade, based on work output, for two External Assessors' evaluation.

Selection shall be through competitive interview as provided for by the Guiding Statutes and the Criteria for Appointments and Promotions.

INDUSTRIAL LIAISON OFFICE

Senior Member positions of the Industrial Liaison Office shall be designated as follows:

- Industrial Liaison Officer
- Assistant Industrial Liaison Officer

INDUSTRIAL LIAISON OFFICER — (SM 3)

The Industrial Liaison Officer is the head of the Liaison Office. Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation. The Liaison Officer shall be responsible to the Pro Vice-Chancellor in the management of the Liaison Office.

Duties and Responsibilities

The Industrial Liaison Officer shall;

- Ensure that students secure industrial attachment (internship) placements
- Facilitate industrial tours/visits for students
- Ensure that students on industrial attachment are properly monitored
- Ensure that good relationship is established between the University and industry
- Conduct and collate tracer studies data on graduates
- Advise on Industrial Attachment policies
- Create linkages for industrial attachment/work place learning experience for students and Lecturers
- Liaise with industry for feedback to help develop and update curriculum to meet industry-specific courses, skills and competencies
- Organise orientation programmes for students, to promote their understanding of Practical Industrial Training
- Organise workshops for both internal and external Industrial attachment supervisors
- Perform any other duties that may be assigned by the Pro Vice-Chancellor

Qualifications and Experience

Applicant must hold a minimum of a Masters' Degree in relevant field and must have at least six (6) years post-qualification experience in senior management position in liaison activities in a tertiary institution, industry or any relevant public service organisation.

OR

Must have served as an Assistant Industrial Liaison Officer for four (4) years.

Appointment of Industrial Liaison Officer

Vacancies shall be advertised and qualified applicants may be considered for appointments. Applicants shall be required to produce

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a write-up on work done at current grade, based on work output, for two External Assessors' evaluation.

Selection shall be through competitive interview as provided for by the Guiding Statutes and the Criteria for Appointments and Promotions.

ASSISTANT INDUSTRIAL LIAISON OFFICER — (SM 4)

Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation.

Duties and Responsibilities

The Assistant Liaison Officer shall assist the Industrial Liaison Officer in the performance of his duties as provided for in the Guiding Statutes.

Qualifications and Experience

Applicant must hold a minimum of a Masters' Degree in relevant field and must have at least four (4) years post-qualification experience in senior management position in liaison activities in tertiary institution, industry or any relevant public service organisation.

Appointment of Assistant Liaison Officer

Vacancies shall be advertised and qualified applicants may be considered for appointments. Applicants shall be required to produce a write-up on work done at current grade, based on work output, for two External Assessors' evaluation.

Selection shall be through competitive interview as provided for by the Guiding Statutes and the Criteria for Appointments and Promotions.

GUIDANCE & COUNSELING OFFICE

Senior Member positions of the Guidance & Counseling Office shall be designated as follows:

- Guidance & Counseling Officer
- Assistant Guidance & Counseling Officer

GUIDANCE & COUNSELING OFFICER — (SM 3)

The Guidance & Counseling Officer is the head of the Guidance & Counseling Department. Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation. The Guidance & Counseling Officer shall be responsible to the Dean of Students in the management of the Guidance & Counseling Department.

Duties and Responsibilities

- Provides counseling services to students and staffs to ease academic and social stress
- Organises training workshops/seminars on guidance and counseling and life-planning skills
- The Counselor initiates plans and programmes to address life challenges faced by students in academic environment
- Provides individual and group counseling to students with identified concerns and needs.
- Trains peer educators and peer mediators in the institution
- Ensure that clients' who require special attention are given the necessary attention by the appropriate authority or expert
- Designs structured lessons to help students achieve the desired competencies in learning and research

Qualifications and Experience

Applicant must hold a minimum of Masters' Degree in relevant field and must have at least eight (8) years post qualification experience.

OR

Must have served as Assistant Guidance & Counseling Officer for at least six (6) years in a tertiary institution.

Appointment of a Guidance and Counseling Officer

Vacancies shall be advertised and qualified applicants may be considered for appointments. Applicants shall be required to produce a write-up on work done at current grade, based on work output, for two External Assessors' evaluation.

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Selection shall be through competitive interview as provided for by the Guiding Statutes and the Criteria for Appointments and Promotions.

ASSISTANT GUIDANCE & COUNSELING OFFICER — (SM 4)

Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation.

Duties and Responsibilities

The Assistant Guidance & Counseling Officer shall assist the Guidance and Counseling Officer in the performance of the mandate and functions of the Office as provided for in the Guiding Statutes.

Qualifications and Experience

Applicant must hold a minimum of Masters' Degree in relevant field and must have at least six (6) years post qualification experience.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointments. Applicants shall be required to produce a write-up on work done at current grade, based on work output, for two External Assessors' evaluation.

Selection shall be through competitive interview as provided for by the Guiding Statutes and the Criteria for Appointments and Promotions.

UNIVERSITY SPORTS OFFICE

Senior Member positions of the University Sports Office shall be designated as follows:

- Sports Officer
- Assistant Sports Officer/Coach
- Junior Assistant Sports Officer/Coach

SPORTS OFFICER — (SM 3)

The Sports Officer is the head of the Sports Department or Unit. Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation. The Sports Officer shall be responsible to the Pro Vice-Chancellor in the management of the Sports Department or Unit.

Duties and Responsibilities

- Administers sports programmes and activities
- Supervises the control, issuance and maintenance of recreational and sports equipment
- Supervises coaching activities of all sporting disciplines in the University such as Soccer, Volleyball, Basketball, Handball, Hockey, Table Tennis, Tennis, Badminton, Chess, Taekwondo, Judo, Athletics (track and field), Cycling, etc.
- Advises on planning and organisation of all sporting activities within and outside the University. This include inter-hall Athletics, departmental games, University games, West Africa University Games and all other recreational activities
- Maintains accurate and official team records, individual records, and programme history
- Develops and maintains an effective programme in order to identify and attract scholarship prospects for the team
- Collaborates with University Public Relation Office in the preparation of press releases and the arrangement of media coverage for sports events
- Scouts for sportsmen and women for the University
- Collaborates with Alumni Office to organise Alumni sports events
- Initiates training workshops/seminars on health and sports for staff and students
- Plans and organises fitness activities for students and staff such as health walk, aerobics, and general fitness programmes
- Plans and supervises the activities in the University gymnasium
- Any other duties that may be assigned by the Vice-Chancellor

Qualifications and Experience

Applicant must hold a minimum of a Masters' Degree in Physical Education or related field and must have at least eight (8) years post-qualification experience in senior management. He/she must have served as Assistant Sports Officer for at least four (4) years.

Appointment of Sports Officer

Vacancies shall be advertised and qualified applicants may be considered for appointments. Applicants shall be required to produce a write-up on work done at current grade, based on work output, for two External Assessors' evaluation.

Selection shall be through competitive interview as provided for by the Guiding Statutes and the Criteria for Appointments and Promotions.

ASSISTANT SPORTS OFFICER/COACH — (SM 4)

Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation.

Duties and Responsibility

The Assistant Sports Officer shall assist the Sports Officer in the performance of his/her duties as provided for in the Guiding Statutes.

Qualifications and Experience

Applicant must hold a minimum of a Masters' Degree in Physical Education or related field and must have at least six (6) years post-qualification experience.

OR

A Bachelors degree plus a Professional Coaching Certificate in specific sports discipline, **plus** ten (10) years coaching experience.

Appointment of Assistant Sports Officer

Vacancies shall be advertised and qualified applicants may be considered for appointments. Applicants shall be required to produce

a write-up on work done at current grade, based on work output, for two External Assessors' evaluation.

Selection shall be through competitive interview as provided for by the Guiding Statutes and the Criteria for Appointments and Promotions.

JUNIOR ASSISTANT SPORTS OFFICER — (SM 5)

Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation.

Duties and Responsibilities

The Junior Assistant Sports Officer is expected to undertake the following duties at a lower level of responsibility;

- Oversee the duties of the Chief Sports Assistant
- Perform the duties of Assistant Sports Officer at a lower level of responsibility;
- Be responsible to the Sports Officer in the discharge of auditing duties;
- Manage the assets (computers, files, furniture, cabinets, etc.) under the control of the office
- Provide inputs for the preparation of the Sports Office budget; and
- Perform any other duties that may be assigned from time to time by the Sports Officer.

Qualifications and Experience

Applicant must have a minimum of Masters' Degree in Physical Education or related field.

OR

A Bachelors degree plus a Professional Coaching Certificate in specific sports discipline, **plus** ten (10) years coaching experience.

Appointment of Junior Assistant Sports Officer

Vacancies shall be advertised and qualified applicants may be considered for appointments. Selection shall be through competitive

interview as provided for by the Guiding Statutes and the Criteria for Appointments and Promotions.

MEDICAL DIRECTOR — (SM 3)

The Medical Director shall be the head of the University Clinic and be responsible to the Vice-Chancellor. Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation.

Duties and Responsibilities

- Supervises the functions and activities of the University Clinic
- Ensures that necessary drugs and other medical supplies are available at all times
- Ensures that the clinic is clean and hygienic
- Organises health education for students and staff
- Responsible for managing the assets e.g. computers, files, furniture, cabinets etc. under the control of the clinic
- Ensures proper keeping of records at the clinic
- Responsible for the preparation and control of the clinic's budget and
- Any other duties that may be assigned from time to time by the Vice-Chancellor.

Qualifications and Experience

Applicant must hold an MB.ChB or its equivalent, be a qualified Medical Doctor, duly registered by the Ghana Medical and Dental Council. Applicant must have six (6) years post-qualification experience; and must have practiced in institutions of similar standing.

Appointment of Medical Director

Vacancies shall be advertised and qualified applicants may be considered for appointments. Applicants shall be required to produce a write-up on work done at current grade, based on work output, for two External Assessors' evaluation.

Selection shall be through competitive interview as provided for by the Guiding Statutes and the Criteria for Appointments and Promotions.

LEGAL OFFICER — (SM 3)

The Legal Officer shall be the head of the Legal Office/Unit of the University and be responsible to the Vice-Chancellor. Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation.

Duties and Responsibilities

The Legal Officer shall be responsible for all legal matters of the Technical University which shall include but not be limited to;

- Advising the Vice Chancellor on contracts being entered into by the University
- Handling Legal suits against the University at the Courts of Justice
- Any other matters that may be referred to the Legal Office by the Vice Chancellor

Qualifications and Experience

Applicant must hold the LLB and BL degrees and must be a qualified Lawyer, duly registered by the Ghana Bar Association. Applicant must have six (6) years post-qualification experience at the Bar and must have practiced in institutions of similar standing.

Appointment of Legal Officer

Vacancies shall be advertised and qualified applicants may be considered for appointments. Applicants shall be required to produce a write-up on work done as a Practicing Lawyer, based on work output, for two External Assessors' evaluation.

Selection shall be through competitive interview as provided for by the Guiding Statutes and the Criteria for Appointments and Promotions.

INFORMATION & COMMUNICATION TECHNOLOGY (ICT) CENTRE

Senior Member positions of the ICT Centre shall be designated as follows:

- ICT Officer
- Assistant ICT Officer
- Junior ICT Officer

ICT OFFICER — (SM 3)

The ICT Officer shall be the head of the ICT Centre and he/she is responsible to the Vice-Chancellor. Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation.

Duties and Responsibilities

- Ensures that the University's computer database system runs efficiently
- Initiates and advises on updates and implement ICT strategies
- Ensures proper maintenance of internet connectivity at the University
- Maintains and updates the University's website
- Advises on establishment of ICT standards and architectures
- Plans and implements network security, including setting up firewalls, managing host security, applying security to network applications, and regulating file permissions, backup and disaster recovery plans, data security etc.
- Advises on formulation of acceptable user policies and guidelines to regulate ICT resources utilisation
- Prepares and maintains operational and configuration documentation, guidelines, manuals, user notes and system standards
- Advises Management on technical designs and development of computer and telecommunications software, networks, and information systems
- Any other duties that may be assigned from time to time by Vice-Chancellor and other enactments.

Qualifications and Experience

Applicant must hold a minimum of Masters' degree in Information Technology and must have at least eight (8) years post-qualification experience in senior management position in Information Technology

management in a tertiary institution, industry or any relevant public service organisation.

OR

Must have served as an Assistant ICT Officer for at least four (4) years.

Appointment and Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointments. Applicants shall be required to produce a write-up on work done at current grade, based on work output, for two External Assessors' evaluation.

Selection shall be through competitive interview as provided for by the Guiding Statutes and the Criteria for Appointments and Promotions.

ASSISTANT ICT OFFICER — (SM 4)

The Assistant ICT Officer shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation.

Duties and Responsibilities

The Assistant ICT Officers shall assist the Director of ICT in the performance of his/her duties as provided for in the Guiding Statutes.

Qualifications and Experience

Applicant must hold a minimum of a Masters' Degree in relevant field and must have at least six (6) years post-qualification experience in senior management position in Information Technology management in a tertiary institution.

Appointment of Assistant ICT Officer

Vacancies shall be advertised and qualified applicants may be considered for appointments. Applicants shall be required to produce a write-up on work done at current grade, based on work output, for two External Assessors' evaluation.

Selection shall be through competitive interview as provided for

by the Guiding Statutes and the Criteria for Appointments and Promotions

JUNIOR ASSISTANT ICT OFFICER — (SM 5)

Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation.

Duties and Responsibilities

The Officer is expected to undertake the following duties at a lower level of responsibility;

- Oversee the duties of the Chief ICT Assistant/Technician
Perform the duties of Assistant ICT Officer at a lower level of responsibility;
- Be responsible to the ICT Officer in the discharge of auditing duties;
- Manage the assets (computers, files, furniture, cabinets, etc.) under the control of the office
- Provide inputs for the preparation of the ICT Office budget; and
- Perform any other duties that may be assigned from time to time by the ICT Officer.

Qualifications and Experience

Applicant must have a minimum of Masters' Degree in the relevant field.

Appointment of Junior Assistant ICT Officer

Vacancies shall be advertised and qualified applicants may be considered for appointments. Selection shall be through competitive interview as provided for by the Guiding Statutes and the Criteria for Appointments and Promotions.

SECTION B

Senior Staff

This Scheme of Service for Senior Staff of the Technical Universities in Ghana outlines the duties, responsibilities and qualification requirements for appointment and promotion of Senior Staff in the Technical Universities.

The Scheme is designed to;

- Facilitate the appointments and promotions of Senior Staff;
- Ensure uniformity in appointments and promotions and
- Ensure clear lines of progression.

“Senior Staff” refers to staff with a minimum of HND, first degree or equivalent professional qualifications.

The categories include:

- Teaching
- Library
- Administration
- Accounting
- Stores
- Audit
- Procurement
- Works/Development
- ICT
- Transport
- Security
- Technicians/Workshops & Laboratories
- Research/Innovation
- Clinic/Nurses

ACADEMIC/TEACHING STAFF

INSTRUCTORS

The Instructor category is a special teaching staff category designed to enable the Technical University appoint persons with special skills whose expertise may be needed to support teaching and learning

with special 'hands-on' skills to facilitate competency based training (CBT), Staff in the Instructor category shall be designated as follows:

- Chief Instructor
- Principal Instructor
- Senior Instructor

CHIEF INSTRUCTOR — (SS 1)

Staff in this grade shall be required to show high qualities of sound judgement, initiative, resourcefulness, precision and professionalism in their area of work. The Chief Instructor must have good oral communication skills and demonstrate excellent skills in the required specialised area.

Qualifications and Experience

He/She must hold a Bachelor's degree in a relevant field of study and must have served as Principal Instructor in a Technical University or comparable grade in a similar institution/organisation for at least six (6) years.

Appointment/Promotion

Vacancies, which shall be advertised internally, shall be dependent on established job position(s); qualified serving Principal Instructors may be considered for promotion. Selection shall be by appraisal.

PRINCIPAL INSTRUCTOR — (SS 2)

Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of work. The Principal Instructor must have good oral communication skills and demonstrate excellent skills in the required specialised area.

Qualifications and Experience

He/She must hold a Bachelor's degree in a relevant field of service and must have served as Senior Instructor in a Technical University or comparable grade in a similar institution for at least five (5) years.

Appointment/Promotion

Vacancies, which shall be advertised internally, shall be dependent on established job position(s); qualified serving Senior Instructors may be considered for promotion. Selection shall be by appraisal.

SENIOR INSTRUCTOR — (SS 3)

Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of work. The Senior Instructor must have good oral communication skills and demonstrate excellent skills in the required specialised area.

Qualifications and Experience

He/She must hold Bachelor's degree in a relevant field awarded by a recognised institution, with a minimum of three (3) years' relevant working experience.

Appointment/Promotion

Vacancies, which shall be advertised both externally and internally, shall be dependent on established job position(s). Selection shall be by appraisal and interview.

LIBRARY

The Senior Staff in the University Library Section shall be designated as follows:

- Chief Library Assistant
- Principal Library Assistant
- Senior Library Assistant
- Library Assistant

CHIEF LIBRARY ASSISTANT — (SS 1)

Staff in this grade shall be required to perform work covering a wide field requiring high qualities of sound judgment, initiative, resourcefulness and precision. Staff should be able to critically assess

Scheme of Service for Technical Universities

cases within the scope of approved regulations or general decisions. The Chief Library Assistant shall perform various professional library duties including:

- cataloguing,
- supervising a section of the University Library,
- training of subordinate staff

Qualification

- A Bachelor's degree in the relevant subject area, a Diploma in Library/Archival/Information Studies from a recognised university and must have served as Principal Library Assistant in a University or comparable grade in a similar institution/organisation with for at least six (6) years.
- Applicants must be computer literate.

Appointment/Promotion

Vacancies, which shall be advertised both externally and internally, shall be dependent on established job position(s); qualified serving Principal Library Assistant may be considered for promotion. Selection shall be by appraisal and interview.

PRINCIPAL LIBRARY ASSISTANT — (SS 2)

Staff in this grade shall be required to perform work covering a wide field requiring high qualities of sound judgment, initiative, resourcefulness and precision. Staff should be able to critically assess cases within the scope of approved regulations.

The Principal Library Assistant shall perform various professional library duties including:

- cataloguing,
- supervising a section of the University Library,
- training of subordinate staff.

Qualification

- A Bachelor's degree in the relevant subject area or Diploma in

Library/Archival/Information Studies from a recognised university and must have served as Senior Library Assistant in a University or comparable grade in a similar institution/organisation for at least five (5) years.

- Applicants must be computer literate.

Appointment/Promotion

Vacancies, which shall be advertised internally, shall be dependent on established job position(s); qualified serving Senior Library Assistant may be considered for promotion. Selection shall be by appraisal and interview.

SENIOR LIBRARY ASSISTANT — (SS 3)

Staff in this grade shall be required to perform work covering a wide field requiring high qualities of sound judgment, initiative, resourcefulness and precision. Staff should be able to critically assess cases within the scope of approved regulations.

The Senior Library Assistant shall perform various professional library duties including:

- cataloguing,
- supervising a section of the University Library,
- training of subordinate staff

Qualification

- A Bachelor's degree in the relevant subject area awarded by a recognised institution;
OR
- Diploma in Library/Archival/Information Studies awarded by a recognised institution with at least four (4) years relevant working experience as a Library Assistant in a University or comparable grade in a similar institution.

- Candidates must be computer literate.

Appointment/Promotion

Vacancies, which shall be advertised internally and externally, shall

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be dependent on established job position(s) and qualified serving Library Assistant may be considered for promotion. Selection shall be by appraisal.

LIBRARY ASSISTANT — (SS 4)

Staff in this grade shall be required to perform work covering a wide field requiring high qualities of sound judgment, initiative, resourcefulness and precision. Staff should be able to critically assess cases within the scope of approved regulations.

The Library Assistant shall perform various professional library duties including:

- cataloguing,
- supervising a section of the University Library,
- training of subordinate staff.

Qualifications and Experience

- Diploma in Library/Archival/Information Studies awarded by a recognised institution.

Appointment

Vacancies shall be advertised. Selection shall be by interview.

ADMINISTRATION

The Senior Staff Administration shall be designated as follows:

- Chief Administrative Assistant
- Principal Administrative Assistant
- Senior Administrative Assistant
- Administrative Assistant

CHIEF ADMINISTRATIVE ASSISTANT — (SS 1)

Staff in this grade shall be required to perform work covering a wide field requiring high qualities of sound judgment, initiative and precision. The Chief Administrative Assistant shall perform a wide range of administrative and secretarial duties of executive nature. These include:

- Organisation of training programmes for staff;
- Supervision of personnel;
- Covering of meetings; and
- Typing/word processing reports.

Qualifications and Experience

Applicant must hold a Bachelor's degree or HND in Business/Public Administration/Secretaryship and Management or relevant area of study awarded by a recognised institution, and must have served as Principal Administrative Assistant in a University or comparable grade in a similar institution/organisation for a minimum of six (6) years;

OR

Applicant must be a Private Secretary Certificate holder and must have served as Principal Administrative Assistant for eight (8) years.

OR

Relevant Professional Certificate with at least eight (8) years relevant working experience.

Appointment/Promotion

Vacancies, which shall be advertised internally, shall be dependent on established job position(s); qualified serving Principal Administrative Assistants may be considered for promotion. Selection shall be by appraisal and interview.

PRINCIPAL ADMINISTRATIVE ASSISTANT — (SS 2)

Staff in this grade shall be required to perform work covering a wide field requiring qualities of sound judgment, initiative, resourcefulness and precision. The Principal Administrative Assistant shall perform a wide range of administrative and secretarial duties of executive nature including:

- Training and supervision;
- Covering of meetings;
- Preparation and typing reports;
- Keeping confidential files;
- Maintenance of discipline; and
- Execution of specific duties assigned by superiors.

Qualifications and Experience

- A Bachelor's degree or HND in relevant area of study awarded by a recognised institution and must have served as a Senior Administrative Assistant in a University of comparable grade in a similar institution/organisation for at least five (5) years;
OR
- Private Secretary Certificate holders and must have served as Senior Administrative Assistant for six (6) years relevant experience.

Appointment/Promotion

Vacancies, which shall be advertised internally, shall be dependent on established job position(s); qualified serving Senior Administrative Assistants may be considered for promotion. Selection shall be by appraisal and interview.

SENIOR ADMINISTRATIVE ASSISTANT — (SS 3)

Staff in this grade shall be required to perform work covering a wide field requiring qualities of sound judgment, initiative, resourcefulness and precision. The Senior Administrative Assistant shall perform a wide range of administrative and secretarial duties of executive nature including:

- Training and supervision;
- Covering of meetings;
- Preparation and typing reports;
- Keeping confidential files;
- Maintenance of discipline; and
- Execution of specific duties assigned by superiors.

Qualifications and Experience

- A Bachelor's degree in relevant area awarded by a recognised institution;
OR
- HND (Secretaryship & Management Studies) or relevant area of study awarded by a recognised institution, and must have worked as Administrative Assistant in a University or

comparable grade in a similar institution/organisation for at least four (4) years;

OR

- Private Secretary Certificate holders and must have served as Administrative Assistant for five (5) years relevant experience.

Appointment/Promotion

Vacancies, which shall be advertised internally, shall be dependent on established job position(s); qualified serving Administrative Assistants may be considered for promotion. Selection shall be by appraisal and interview.

ADMINISTRATIVE ASSISTANT — (SS 4)

Staff in this grade shall be required to perform work that requires the exhibition of sound judgment and high sense of responsibility. The Senior Administrative Assistant shall perform a wide range of administrative and secretarial duties of executive nature including:

- Training and supervision;
- Covering of meetings;
- Preparation and typing reports;
- Keeping confidential files;
- Maintenance of discipline; and
- Execution of specific duties assigned by superiors.

Qualifications and Experience

- HND (Secretaryship & Management Studies) awarded by a recognised institution;

OR

- Private Secretary Certificate holders with four (4) years post qualification experience.

Appointment/Promotion

Vacancies, which shall be advertised both externally and internally, shall be dependent on established job position(s); qualified serving

Scheme of Service for Technical Universities

Senior Clerks may be considered for promotion. Selection shall be by appraisal and interview.

ACCOUNTING STAFF

The Senior Staff in Accounting shall be designated as follows:

- Chief Accounting Assistant
- Principal Accounting Assistant
- Senior Accounting Assistant
- Accounting Assistant

CHIEF ACCOUNTING ASSISTANT — (SS 1)

Staff in this grade shall exhibit high levels of sound judgment, initiative, resourcefulness, integrity and precision. The Chief Accounting Assistant shall perform duties relating to the control of University revenue and expenditure. These include:

- being in charge of and directing the work of Accounting Section;
- efficient collection of revenue;
- the maintenance of detailed accounts of the University; and
- supervision and training of personnel.

Qualification and Experience

- A Bachelor's degree or HND (Accounting option) or any related area of study awarded by a recognised institution and must have served as Principal Accounting Assistant in a University or comparable grade in a similar institution/organisation for at least six (6) years;

OR

- Relevant Part Professional Qualification (e.g. CA, CIMA, ACCA, etc.) with five (5) years' relevant working experience.

Appointment/Promotion

Vacancies, which shall be advertised both externally and internally, shall be dependent on established job position(s); qualified serving Principal Accounting Assistants may be considered for promotion. Selection shall be by appraisal and interview.

PRINCIPAL ACCOUNTING ASSISTANT — (SS 2)

Staff in this grade shall be required to perform work that requires the exhibition of sound and mature judgment, a high sense of responsibility, initiative and discretion. A Principal Accounting Assistant shall perform duties relating to the control of the University's revenue and expenditure. These include:

- being in charge of and directing the work of Accounting Section;
- efficient collection of revenue;
- the maintenance of detailed accounts of the University; and
- supervision and training of personnel.

Qualification and Experience

- Bachelor's degree or HND in Accounting or related area of study awarded by a recognised institution and must have served as Senior Administrative Assistant in a University or comparable grade in a similar institution/organisation for a minimum of five (5) years;
OR
- Relevant Part Professional Qualification (e.g. CA, CIMA, ACCA, etc.) with three (3) relevant working experience.

Appointment/Promotion

Vacancies, which shall be advertised both externally and internally, shall be dependent on established job position(s); qualified serving Senior Accounting Assistants may be considered for promotion. Selection shall be by appraisal and interview.

SENIOR ACCOUNTING ASSISTANT — (SS 3)

Staff in this grade shall be required to perform work that requires the exhibition of sound and mature judgment, a high sense of responsibility, initiative and discretion. A Senior Accounting Assistant shall perform various accounting duties, which include:

- preparation of statements of accounts;
- checking and verifying current accounts;

- bank reconciliation statements; and
- dealing with relevant correspondence.

Qualifications and Experience

- A Bachelor's degree in Accounting or related area awarded by a recognised institution;
OR
- HND (Accountancy) or related area awarded by a recognised institution and must have served as Accounting Assistant in a University or comparable grade in a similar institution/organisation for a minimum of four (4) years.
OR
- Relevant Part Professional Qualification (e.g. CA, CIMA, ACCA, etc.) with two (2) relevant working experience.

Appointment/Promotion

Vacancies, which shall be advertised both externally and internally, shall be dependent on established job position(s); qualified serving Accounting Assistants may be considered for promotion. Selection shall be by appraisal and interview.

ACCOUNTING ASSISTANT — (SS 4)

Staff in this grade shall be required to perform work that requires the exhibition of sound and mature judgment, a high sense of responsibility, initiative and discretion. An Accounting Assistant shall perform various accounting duties which include:

- preparation of statements of accounts;
- checking and verification of current accounts;
- preparation of Bank Reconciliation Statements;
- attending to correspondence;
- supervision of the work of lower grades.

Qualifications and Experience

Candidates must satisfy the following requirements:

- HND (Accountancy) or related area awarded by a recognized institution;

Appointment

Vacancies shall be advertised. Selection shall be by interview.

STORES

The Senior Staff in the Stores Section shall be designated as follows:

- Chief Stores Assistant
- Principal Stores Assistant
- Senior Stores Assistant
- Stores Assistant

CHIEF STORES ASSISTANT — (SS 1)

Staff in this grade shall be required to perform work that requires the exhibition of sound and mature judgment, a high sense of responsibility, initiative and discretion. A Chief Stores Assistant shall be responsible for the efficient organisation and running of the University stores including:

- general supervision of stores;
- stores accounting and book-keeping;
- supervision and training of subordinate staff;
- application and interpretation of stores regulations and instructions;
- handling of all cases of loss and damage;
- general correspondence.

Qualifications and Experience

- Must have a relevant HND or Bachelor's degree awarded by a recognised institution and must have served as Principal Stores Assistant in a University or comparable grade in a similar institution/organisation for at least six (6) years;
OR
- Relevant Professional Certificate (final Certificate of Chartered

Institute of Purchasing & Supply or equivalent qualification) with five (5) years' relevant working experience.

Appointment/Promotion

Vacancies, which shall be advertised both externally and internally, shall be dependent on established job position(s); qualified serving Principal Stores Assistant may be considered for promotion. Selection shall be by appraisal and interview.

PRINCIPAL STORES ASSISTANT — (SS 2)

Staff in this grade shall be required to perform work that requires the exhibition of sound and mature judgment, a high sense of responsibility, initiative and discretion. The Principal Stores Assistant shall assist the Chief Stores Assistant in the organisation and running of the University stores. These include:

- general supervision of stores;
- stores accounting and book-keeping;
- supervision and training of subordinate staff;
- application and interpretation of stores regulations and instructions;
- handling of all cases of loss and damage; and
- general correspondence.

Qualifications and Experience

- A relevant HND or Bachelor's degree awarded by a recognised institution and must have served as Senior Stores Assistant in a University or comparable grade in a similar institution/organisation for at least six (6) years;
OR
- Relevant Professional Certificate (final Certificate of Chartered Institute of Purchasing & Supply or equivalent qualification) with three (3) years' relevant working experience.

Appointment/Promotion

Vacancies, which shall be advertised both externally and internally, shall be dependent on established job position(s); qualified serving

Senior Stores Assistant may be considered for promotion. Selection shall be by appraisal and interview.

SENIOR STORES ASSISTANT — (SS 3)

Staff in this grade shall be required to perform work that requires the exhibition of sound and mature judgment, a high sense of responsibility, initiative and discretion. A Senior Stores Assistant shall be responsible for;

- ordering, keeping and maintenance of stock;
- stock-taking, preparation of estimates;
- general correspondence;
- short-landings and insurance claims;
- expeditious handling of all cases of loss and damage;
- application and interpretation of stores regulations and instructions; and
- supervision of subordinate staff.

Qualifications and Experience

- A relevant Bachelor's degree awarded by a recognised institution;
OR
- HND (Purchasing & Supply/Accountancy) or related area awarded by a recognised institution, and must have served as Stores Assistant in a University or comparable grade in a similar institution/organisation for at least four (4) years;
OR
- Relevant Professional Certificate (final Certificate of Chartered Institute of Purchasing & Supply or equivalent qualification) with two (2) years' relevant working experience.

Appointment/Promotion

Vacancies, which shall be advertised both externally and internally, shall be dependent on established job position(s); qualified serving Stores Assistant may be considered for promotion. Selection shall be by appraisal and interview.

STORES ASSISTANT — (SS 4)

A Stores Assistant shall be responsible for

- ordering, keeping and maintenance of stock;
- stock-taking, preparation of estimates;
- general correspondence;
- short-landings and insurance claims;
- expeditious handling of all cases of loss and damage;
- application and interpretation of stores regulations and instruction; and
- supervision of subordinate staff.

Qualifications and Experience

- HND (Accountancy/Purchasing and Supply) or related area awarded by a recognised institution.

Appointment

Vacancies shall be advertised. Selection shall be by interview.

INTERNAL AUDIT

The Senior Staff in the Internal Audit Section shall be designated as follows:

- Chief Auditing Assistant
- Principal Auditing Assistant
- Senior Auditing Assistant
- Auditing Assistant

CHIEF AUDITING ASSISTANT — (SS 1)

Staff in this grade shall be required to perform work covering a wide field requiring high qualities of sound judgment, initiative, resourcefulness and precision. He should be meticulous, be able to critically examine cases within the scope of approved regulations. The Chief Auditing Assistant shall be responsible for

- internal auditing in the departments in the University;

- training of staff;
- supervision of the work of subordinate staff.

Qualifications and Experience

- A Bachelor's degree or HND (Accounting option) or related area awarded by a recognised institution and must have served as Principal Auditing Assistant in a University or comparable grade in a similar institution/organisation for at least six (6) years;
OR
- Relevant Part Professional Certificate with at least five (5) years relevant working experience.

Appointment/Promotion

Vacancies, which shall be advertised internally, shall be dependent on established job position(s); qualified serving Principal Auditing Assistants may be considered for promotion. Selection shall be by appraisal and interview.

PRINCIPAL AUDITING ASSISTANT — (SS 2)

Staff in this grade shall be required to perform work covering a wide field requiring high qualities of sound judgment, initiative, resourcefulness and precision. He should be able to take critical examination of cases within the scope of approved regulations. The Principal Auditing Assistant shall be involved in Auditing duties including:

- internal auditing in the departments in the University;
- training of staff;
- supervision of the work of subordinate staff.

Qualifications and Experience

- A Bachelor's degree or HND in Accounting or related area awarded by a recognised institution and must have served as Senior Auditing Assistant in a University or comparable grade in a similar institution/organisation for at least five (5) years;

OR

- Relevant Part Professional Certificate (final Certificate of Chartered Institute of Purchasing & Supply or equivalent qualification) with three (3) years' relevant working experience.

Appointment/Promotion

Vacancies, which shall be advertised internally, shall be dependent on established job position(s); qualified serving Senior Auditing Assistants may be considered for promotion. Selection shall be by appraisal and interview.

SENIOR AUDITING ASSISTANT — (SS 3)

Staff in this grade shall be required to perform work covering a wide field requiring high qualities of sound judgment, initiative, resourcefulness and precision. The Senior Auditing Assistant shall be involved in audit and accounting duties which include:

- internal auditing in the departments in the University
- training of staff
- supervision of the work of subordinate staff.

Qualifications and Experience

- A Bachelor's degree in Accounting or related area awarded by a recognised institution;
OR
- HND (Accountancy) or related area awarded by a recognised institution and must have served as Auditing Assistant in a University or comparable grade in a similar institution/organisation for at least four (4) years;
OR
- Relevant Part Professional Certificate (final Certificate of Chartered Institute of Purchasing & Supply or equivalent qualification) with two (2) years' relevant working experience.

Appointment/Promotion

Vacancies, which shall be advertised internally, shall be dependent on established job position(s); qualified serving Auditing Assistants

may be considered for promotion. Selection shall be by appraisal and interview.

AUDITING ASSISTANT — (SS 4)

Staff in this grade shall be required to perform work that calls for sound judgment, initiative, resourcefulness initiative and precision. The Auditing Assistant shall be involved in audit and accounting duties which include:

- internal auditing in the departments in the University
- training of staff
- supervision of the work of subordinate staff
- works under the direction and supervision of superiors

Qualifications and Experience

Candidates must satisfy the following requirement:

- HND (Accountancy) awarded by a recognised institution.

Appointment

Vacancies shall be advertised. Selection shall be by interview.

PROCUREMENT

The Senior Staff in the Procurement Section shall be designated as follows:

- Chief Procurement Assistant
- Principal Procurement Assistant
- Senior Procurement Assistant
- Procurement Assistant

CHIEF PROCUREMENT ASSISTANT — (SS 1)

Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness and precision. The officer shall assist in the efficient organisation and running of the institution's

stores. A Chief Procurement Assistant shall perform duties relating to procurement of goods, services works including:

- responsibility for supervision of the procurement section of the University;
- preparation of procurement plans for goods, works and services for the University;
- assisting in ensuring adherence to procurement regulations as contained in the Procurement Act, 2003 (Act 633) and Procurement (Amendment) Act, 2016 (Act 914) and any other regulatory framework;
- formulation of procurement plans and strategies;
- assisting in the processing of tenders advertisements;
- preparation of tender bids;
- supervising the maintenance and updating of proper database of suppliers, service providers and consultants;
- assisting in monitoring contracts to ensure conformance and compliance with contract terms;
- compilation of procurement requests from user departments for action;
- any other duties that may be assigned by the Vice-Chancellor.

Qualifications and Experience

- A Bachelor's degree or HND or a relevant area of study awarded by a recognised institution and must have served as Principal Procurement Assistant in a University or comparable grade in a similar institution/organisation for at least six (6) years;
OR
- Relevant Part Professional Certificate (e.g. CIPS) with at least five (5) years' relevant working experience.

Appointment/Promotion

Vacancies, which shall be advertised internally, shall be dependent on established job position(s); qualified serving Principal Procurement Assistants may be considered for promotion. Selection shall be by appraisal and interview.

PRINCIPAL PROCUREMENT ASSISTANT — (SS 2)

Staff in this grade shall be required to perform work that requires the exhibition of sound and mature judgment, a high sense of responsibility, initiative and discretion. A Principal Procurement Assistant shall perform duties relating to procurement of goods, services and works including:

- assisting in the supervision of the procurement section of the University;
- preparation of procurement plans for goods, works and services for the University;
- assisting in ensuring adherence to procurement regulations as contained in the Procurement Act, 2003 (Act 633) and Procurement (Amendment) Act, 2016 (Act 914) and any other regulatory framework;
- formulation of procurement plans and strategies;
- assisting in the processing of tenders advertisements;
- preparation of tender bids;
- supervising the maintenance and updating of proper database of suppliers, service providers and consultants;
- assisting in monitoring contracts to ensure conformance and compliance with contract terms;
- compilation of procurement requests from user departments for action;
- any other duties that may be assigned by the Vice-Chancellor.

Qualifications and Experience

- A relevant Bachelor's degree or HND awarded by a recognised institution and must have served as Senior Procurement Assistant in a University or comparable grade in a similar institution/organisation for at least (5) years;
OR
- Relevant Professional Certificate (final Certificate of Chartered Institute of Purchasing & Supply or equivalent qualification) with three (3) years' relevant working experience.

Appointment/Promotion

Vacancies, which shall be advertised internally, shall be dependent on established job position(s); qualified serving Senior Procurement may be considered for promotion. Selection shall be by appraisal and interview.

SENIOR PROCUREMENT ASSISTANT — (SS 3)

Staff in this grade shall be required to perform work that requires the exhibition of sound and mature judgment, a high sense of responsibility, initiative and discretion. A Senior Procurement Assistant shall perform duties relating to procurement of goods, services works including:

- responsibility for supervision of the procurement section of the University;
- preparation of procurement plans for goods, works and services for the University;
- assisting in ensuring adherence to procurement regulations as contained in the Procurement Act, 2003, (Act 633) and Procurement (Amendment) Act 2016, (Act 914) and any other regulatory framework;
- assisting in the formulation of procurement plans and strategies;
- assisting in the processing of tenders advertisements;
- preparation of tender bids;
- supervising the maintenance and updating of proper database of suppliers, service providers and consultants;
- assisting in monitoring contracts to ensure conformance and compliance with contract terms;
- assisting in the compilation of procurement requests from user departments for action;
- any other duties that may be assigned by the Vice-Chancellor.

Qualifications and Experience

- A relevant Bachelor's degree awarded by a recognised institution;

OR

- HND Purchasing & Supply or related area awarded by a recognised institution and must have worked as Procurement Assistant in a University or comparable grade in a similar institution/organisation for minimum of four (4) years;

Appointment/Promotion

Vacancies, which shall be advertised internally, shall be dependent on established job position(s); qualified serving Accounting Assistants may be considered for promotion. Selection shall be by appraisal and interview.

PROCUREMENT ASSISTANT — (SS 4)

Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation. The Procurement Assistant shall perform duties relating to procurement of goods, services works including:

- responsibility for supervision of the procurement section of the University;
- preparation of procurement plans for goods, works and services for the University;
- assisting in ensuring adherence to procurement regulations as contained in the Procurement Act, 2003 (Act 633) and Procurement (Amendment) Act, 2016 (Act 914) and any other regulatory framework;
- assisting in the formulation of procurement plans and strategies;
- assisting in the processing of tenders advertisements;
- preparation of tender bids;
- supervising the maintenance and updating of proper database of suppliers, service providers and consultants;
- assisting in monitoring contracts to ensure conformance and compliance with contract terms;
- assisting in the compilation of procurement requests from user departments for action;
- any other duties that may be assigned by the Vice-Chancellor.

Qualifications and Experience

- HND Purchasing and Supply or related area of study awarded by a recognised institution.

Appointment

Vacancies shall be advertised. Selection shall be by interview.

DEVELOPMENT OFFICE STAFF

The Senior Staff in the Development Office shall be designated as follows:

- Chief Development Assistant
- Principal Development Assistant
- Senior Development Assistant
- Development Assistant

CHIEF DEVELOPMENT ASSISTANT — (SS 1)

Staff in this grade shall be required to perform work that requires the exhibition of sound and mature judgment, a high sense of responsibility, initiative and discretion.

Duties and Responsibilities

- Performs the duties of Principal Development Assistant at a higher level of responsibility;
- Any other duties that may be assigned from time to time by the appropriate authority.

Qualifications and Experience

- Must have a relevant Bachelor's degree or HND in a relevant area of study awarded by a recognised institution and must have served as Principal Development Assistant in a University or comparable grade in a similar institution/organisation for at least six (6) years;
- Must be computer literate.

Appointment/Promotion

Vacancies, which shall be advertised both externally and internally, shall be dependent on established job position(s); qualified serving Principal Development Assistant may be considered for promotion. Selection shall be by appraisal and interview.

PRINCIPAL DEVELOPMENT ASSISTANT — (SS 2)

Staff in this grade shall be required to perform work that requires the exhibition of sound and mature judgment, a high sense of responsibility, initiative and discretion.

Duties and Responsibilities

- Performs the duties of Senior Development Assistant at a higher level of responsibility;
- Any other duties that may be assigned from time to time by the appropriate authority.

Qualifications and Experience

- Must have a relevant Bachelor's degree or HND/University Diploma in a relevant area of study awarded by a recognised institution and must have served as Senior Development Assistant in a University or comparable grade in a similar institution/organisation for at least five (5) years;
- Must be computer literate.

Appointment/Promotion

Vacancies, which shall be advertised both externally and internally, shall be dependent on established job position(s); qualified serving Senior Development Assistant may be considered for promotion. Selection shall be by appraisal and interview.

SENIOR DEVELOPMENT ASSISTANT — (SS 3)

Staff in this grade shall be required to perform work that requires the exhibition of sound and mature judgment, a high sense of responsibility, initiative and discretion.

Duties Responsibilities

- Performs the duties of Development Assistant *at a higher level of responsibility*;
- Any other duties that may be assigned from time to time by the appropriate authority.

Qualifications and Experience

- A relevant Bachelor's degree awarded by a recognised institution;

OR

- A relevant HND/University awarded by a recognised institution and must have served as a Development Assistant in a University or comparable grade in similar institution/organisation for at least (4) years;
- Must be computer literate.

Appointment/Promotion

Vacancies, which shall be advertised both externally and internally, shall be dependent on established job position(s); qualified serving Development Assistant may be considered for promotion. Selection shall be by appraisal and interview.

DEVELOPMENT ASSISTANT — (SS 4)

Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation.

Duties and Responsibilities

Works under the direction and supervision of superiors

Qualifications and Experience

- HND in Building Technology/Civil Engineering or related area of study awarded by a recognised institution;

OR

- Diploma in Hygiene awarded by a recognised institution or equivalent qualification;
- Applicants must be computer literate.

INFORMATION COMMUNICATION TECHNOLOGY (ICT)

The Senior Staff ICT shall be designated as follows:

- Chief ICT Assistant
- Principal ICT Assistant
- Senior ICT Assistant
- ICT Assistant

CHIEF ICT ASSISTANT

Duties

The Chief ICT Assistant shall be responsible for:

- Supervising the construction and maintenance of the Technical Universities' ICT operational model and overseeing ICT network and internet operations;
- Making detailed plans to accomplish ICT management and technical goals;
- Organising and supervising subordinate ICT-related staff;
- Supervising the installation and upgrading of hardware and software, programming and systems design, development of computer networks, implementation of internet and intranet sites; and
- Training of ICT-related staff

Qualifications and Experience

Applicant must possess an HND or a degree in Computer Science or related area from a recognised institution. He/she must have served as a Principal ICT Assistant in a tertiary institution/organisation for at least four (4) years.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be

considered for appointment/promotion. Selection shall be through competitive interview.

PRINCIPAL ICT ASSISTANT

Duties

The Principal ICT Assistant will assist the Chief ICT Assistant in the performance of his/her duties which shall include:

- Supervising the construction and maintenance of the Technical Universities' ICT operational model and overseeing ICT network and internet operations;
- Making detailed plans to accomplish ICT management and technical goals;
- Organising and supervising subordinate ICT-related staff;
- Supervising the installation and upgrading of hardware and software, programming and systems design, development of computer networks, implementation of internet and intranet sites; and
- Training of ICT-related staff.

Qualifications and Experience

Applicant must hold an HND or a degree in Computer Science or related area from a recognised institution. He/she must have served as a Senior ICT Assistant in a Technical University or comparable grade in a similar institution/organisation for at least four (4) years.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for promotion/appointment. Selection shall be through competitive interview.

SENIOR ICT ASSISTANT

Duties

The Senior ICT Assistant will assist the Chief ICT Assistant in the performance of his/her duties which include:

- Supervising the construction and maintenance of the Technical Universities' ICT operational model and overseeing ICT network and internet operations;
- Making detailed plans to accomplish ICT management and technical goals;
- Organising and supervising subordinate ICT-related staff;
- Supervising the installation and upgrading of hardware and software, programming and systems designs, development of computer networks, implementation of internet and intranet sites; and
- Training of ICT-related staff.

Qualifications and Experience

Applicant must possess a Bachelor's degree in ICT or its equivalent or an HND in the relevant subject area and must have served as a ICT Assistant in a Technical University or comparable grade in similar institution/organisation for at least four (4) years.

Appointment

Vacancies shall be advertised and qualified applicants may be considered for appointment. Selection shall be through competitive interview.

ICT ASSISTANT

Duties

The ICT Assistant will assist the Chief ICT Assistant in the performance of his/her duties which includes:

- Supervising the construction and maintenance of the Technical Universities' ICT operational model and overseeing ICT network and internet operations;
- Making detailed plans to accomplish ICT management and technical goals;
- Organising and supervising subordinate ICT-related staff;
- Supervising the installation and upgrading of hardware and software, programming and systems design, development of

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- computer networks, implementation of internet and intranet sites; and
- Training of ICT-related staff.

Qualifications

Applicant must possess minimum HND or its equivalent in the relevant subject area.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

TRANSPORT STAFF

The Senior Staff in the Transport Department shall be designated as follows:

- Chief Transport Assistant
- Principal Transport Assistant
- Senior Transport Assistant
- Transport Assistant

CHIEF TRANSPORT ASSISTANT — (SS 1)

Staff in this grade shall be required to perform work that requires the exhibition of sound and mature judgment, a high sense of responsibility and initiative.

Duties and Responsibilities

- Performs the duties of Principal Transport Assistant at a higher level of responsibility;
- Any other duties that may be assigned from time to time by the appropriate authority.

Qualifications

- Must have a relevant Bachelor's degree or HND in a relevant

area of study or Diploma in Transport awarded by a recognised institution and must have served as Principal Transport Assistant in a University or comparable grade in a similar institution/organisation for at least six (6) years;

- Must be computer literate.

Appointment/Promotion

Vacancies, which shall be advertised both externally and internally, shall be dependent on established job position(s); qualified serving Principal Transport Assistants may be considered for promotion. Selection shall be by appraisal and interview.

PRINCIPAL TRANSPORT ASSISTANT — (SS 2)

Staff in this grade shall be required to perform work that requires the exhibition of sound and mature judgment, a high sense of responsibility.

Duties and Responsibilities

- Performs the duties of Senior Transport Assistant at a higher level of responsibility;
- Any other duties that may be assigned from time to time by the appropriate authority.

Qualifications and Experience

Applicants must satisfy the following requirements

- Must have a relevant Bachelor's degree or HND in a relevant area of study or Diploma in Transport awarded by a recognised institution and must have served as Senior Transport Assistant in a University or comparable grade in a similar institution/organisation for at least five (5) years;
- Must be computer literate.

Appointment/Promotion

Vacancies, which shall be advertised both externally and internally,

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shall be dependent on established job position(s); qualified serving Senior Transport Assistant may be considered for promotion. Selection shall be by appraisal and interview.

SENIOR TRANSPORT ASSISTANT — (SS 3)

Staff in this grade shall be required to perform work that requires the exhibition of sound and mature judgment, a high sense of responsibility.

Duties Responsibilities

- Performs the duties of Transport Assistant at a higher level of responsibility;
- Any other duties that may be assigned from time to time by the appropriate authority.

Qualifications and Experience

- Must have a relevant Bachelor's degree awarded by a recognised institution;
- HND/Diploma in Transport/equivalent qualification in relevant field and must have served as Transport Assistant in a University or comparable grade in a similar institution/organisation for at least (4) years;
- Must be computer literate.

Appointment/Promotion

Vacancies, which shall be advertised both externally and internally, shall be dependent on established job position(s); qualified serving Transport Assistant may be considered for promotion. Selection shall be by appraisal and interview.

TRANSPORT ASSISTANT — (SS 4)

Staff in this grade shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialisation.

Duties and Responsibilities

Works under the direction and supervision of superiors.

Qualifications

- HND/Diploma in Transport/equivalent in relevant field;
OR
- Diploma in Transport awarded by a recognised institution or equivalent qualification;
- Applicants must be computer literate.

Appointment

Vacancies shall be advertised. Selection shall be by interview.

SECURITY STAFF

The Senior Staff in the Security Section shall be designated as follows:

- Chief Security Officer
- Principal Security Officer
- Senior Security Officer
- Security Officer

CHIEF SECURITY OFFICER — (SS 1)

Duties and Responsibilities

The Chief Security Officer shall be responsible for the overall administration of the safety and security needs and services of the University community. These shall include:

- exercising control over the Guards and all security personnel;
- ensuring discipline among security staff;
- supervising and training of staff;
- keeping the security situation under constant review for the safety and protection of the entire University community;
- advising Management of the security situation and logistic needs.

Qualifications and Experience

Applicant must possess a Bachelor's degree or HND in a relevant subject area and must have served as a Principal Security Officer in the University or comparable grade in a similar institution/organisation for at least six (6) years.

OR

Must have served in the officer cadre in the Armed Forces, Police or any major security service and must have held security-related schedule(s) for at least fifteen (15) years' experience. Applicant must have impeccable record of service.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

PRINCIPAL SECURITY OFFICER — (SS 2)

Duties and Responsibilities

A Principal Security Staff shall assist the Chief Security Officer in the administration of the Security Services which include:

- Exercising control over the Guards and all security personnel
- Ensuring discipline among security staff
- Supervising and training of staff
- Keeping the security situation under constant review for the safety and protection of the entire University community
- Advising Management of the security situation, and logistic needs

Qualifications and Experience

Applicant must possess a Bachelor's degree or HND in a relevant subject area and must have served as a Principal Security Officer in the University or comparable grade in a similar institution/organisation for at least five (5) years.

OR

Must have served in the officer cadre in the Armed Forces, Police or any major security service and must have held security-related schedule(s) for at least nine (9) years' experience. Applicant must have impeccable record of service.

Appointment/Promotion

Vacancies shall be advertised and qualified persons may be considered for appointment/promotion promoted. Selection shall be by competitive interview.

SENIOR SECURITY OFFICER — (SS 3)

Duties and Responsibilities

A Senior Security Officer shall assist the Chief Security Officer in the administration of the Security Services which include:

- Exercising control over the Guards and all security personnel;
- Ensuring discipline among security staff;
- Supervising and training of staff;
- Keeping the security situation under constant review for the safety and protection of the entire University community;
- Advising Management on the security situation, and logistic needs.

Qualifications and Experience

Applicant must hold a Bachelor's degree in the relevant subject area.

OR

Must have HND in a relevant subject area and must have served as a Security Officer in a University or comparable grade in a similar institution/organisation for at least four (4) years with impeccable record.

OR

Must have served in the officer cadre in the Armed Forces, Police or any major security service for at least five (5) and must have held security-related schedule(s). Applicant must have impeccable record of service.

Appointment/Promotion

Vacancies shall be advertised and qualified persons may be considered for appointment/promotion. Selection shall be through competitive interview.

SECURITY OFFICER — (SS 4)

Duties and Responsibilities

A Senior Security Officer shall assist the Chief Security Officer in the administration of the Security Services, which include:

- Exercising control over the Guards and all security personnel;
- Ensuring discipline among security staff;
- Supervising and training of staff;
- Keeping the security situation under constant review for the safety and protection of the entire University community;
- Advising Management on the security situation, and logistic needs.

Qualifications and Experience

Applicant must hold an HND in the relevant subject area.

OR

Must have served in the officer cadre in the Armed Forces, Police or any major security service for at least three (3) years and must have held security-related schedule(s). Applicant must have impeccable record of service.

Appointment/Promotion

Vacancies shall be advertised and qualified persons may be considered for appointment. Selection shall be through competitive interview.

WORKSHOPS & LABORATORIES

The Senior Staff in the Development Office shall be designated as follows:

- Chief Technician/Technologist
- Principal Technician/Technologist
- Senior Technician/Technologist
- Technician/Technologist

CHIEF TECHNICIAN/CHIEF TECHNOLOGIST — (SS 1)

Staff in this grade shall perform work, which requires high quality of sound judgment, initiative resourcefulness and precision. The staff shall be required to organise, train and direct the work of all other Technical Staff under him. He shall also have a supervisory role over other subordinate staff in the Department.

Duties and Responsibilities

- Performs the duties of Principal Technician at a higher level of responsibility;
- Performs other duties that may be assigned from time to time by the appropriate authority.

Qualifications and Experience

- Bachelor's degree/HND in relevant field awarded by a recognised institution or Part III of the relevant Technician Certificate and must have served in the grade of Principal Technician/Technologist in a University or comparable grade in a similar institution/organisation for a minimum of six (6) years.

Appointment/Promotion

Vacancies, which shall be advertised both externally and internally, shall be dependent on established job position(s); qualified serving Principal Technicians may be considered for promotion. Selection shall be by appraisal and interview.

PRINCIPAL TECHNICIAN/PRINCIPAL TECHNOLOGIST — (SS 2)

Staff in this grade shall perform work, which requires qualities of sound judgment, initiative, resourcefulness and precision.

Duties Responsibilities

- Performs the duties of Senior Technician at a **higher level of responsibility**;
- Performs other duties that may be assigned from time to time by the appropriate authority.

Qualifications and Experience

- Bachelor's degree/HND in relevant field awarded by a recognised institution or Part III of the relevant Technician Certificate and must have served in the grade of Senior Technician/Technologist in a University or comparable grade in a similar institution/organisation for a minimum of five (5) years.

Appointment/Promotion

Vacancies, which shall be advertised both externally and internally, shall be dependent on established job position(s); qualified serving Senior Technician/Technologist may be considered for promotion. Selection shall be by appraisal and interview.

SENIOR TECHNICIAN/SENIOR TECHNOLOGIST — (SS 3)

Staff in this grade shall perform work, which requires the exhibition of sound judgment, a high sense of responsibility, initiative and discretion.

Duties and Responsibilities

- Performs the duties of Technician at a higher level of responsibility;
- Performs other duties that may be assigned from time to time by the appropriate authority.

Qualifications and Experience

- A Bachelor's degree in a relevant field awarded by a recognised institution;
OR
- HND in a relevant field awarded by a recognised institution/

Part III of the relevant Technician Certificate and must have served as Technician/Technologist in a University or comparable grade in a similar institution/organisation for at least four (4) years.

Appointment/Promotion

Vacancies, which shall be advertised both externally and internally, shall be dependent on established job position(s); qualified serving Technicians may be considered for promotion. Selection shall be by appraisal and interview.

TECHNICIAN/TECHNOLOGIST — (SS 4)

Duties and Responsibilities

Works under the direction and supervision of superiors.

Qualifications

- HND in relevant field awarded by a recognised institution.
OR
- Part (III) of relevant Technician Certificate.
- Applicants must be computer literate.

Appointment

Vacancies shall be advertised. Selection shall be by interview.

RESEARCH/INNOVATION STAFF

The Senior Staff in the Research/Innovation Office shall be designated as follows:

- Chief Research Assistant
- Principal Research Assistant
- Senior Research Assistant
- Research Assistant

CHIEF RESEARCH ASSISTANT — (SS 1)

Staff in the grade shall be required to assist research work with special

skills; they shall be also required to exhibit qualities of sound judgment, initiative and resources, supervision and training of subordinate staff.

Duties and Responsibilities

- Performs the duties of Principal Research Assistant staff at a **higher level of responsibility**;
- Any other duties that may be assigned from time to time by the appropriate authority.

Qualifications and Experience

- A Bachelor's degree or HND in relevant field awarded by a recognised institution and must have served in the grade of Principal Research Assistant in a University or comparable grade in a similar institution/organisation for at least six (6) years;
- Applicants must show clear evidence of ability to hold schedule(s) without supervision; and
- Must be computer literate.

Appointment/Promotion

Vacancies, which shall be advertised both externally and internally, shall be dependent on established job position(s); qualified serving Principal Research Assistant may be considered for promotion. Selection shall be by appraisal and interview.

PRINCIPAL RESEARCH ASSISTANT — (SS 2)

Staff in the grade shall be required to assist research work with special skills; they shall be also required to exhibit qualities of sound judgment, initiative and resources, supervision and training of subordinate staff.

Duties and Responsibilities

- Performs the duties of Senior Research Assistant staff at a **higher level of responsibility**;
- Any other duties that may be assigned from time to time by the appropriate authority.

Qualifications and Experience

- A Bachelor's degree or HND in relevant field awarded by a recognised institution and must have served in the grade of Senior Research Assistant in a University or comparable grade in a similar institution/organisation for at least five (5) years;
- Applicants must show clear evidence of ability to hold schedule(s) without supervision; and
- Must be computer literate.

Appointment/Promotion

Vacancies, which shall be advertised both externally and internally, shall be dependent on established job position(s); qualified serving Senior Research Assistant may be considered for promotion. Selection shall be by appraisal and interview.

SENIOR RESEARCH ASSISTANT — (SS 3)

Staff in the grade shall be required to assist research work with special skills; they shall be also required to exhibit qualities of sound judgment, initiative and resources, supervision and training of subordinate staff.

Duties and Responsibilities

- Performs the duties of Research Assistant at a higher level of responsibility;
- Any other duties that may be assigned from time to time by the appropriate authority.

Qualifications and Experience

- Must hold a Bachelor's degree in a relevant field, awarded by a recognised institution.
OR
- HND in relevant field awarded by a recognised institution and must have served as Research Assistant in a University or comparable grade in a similar institution/organisation for at least four (4) years;

- Applicants must show clear evidence of ability to hold schedule(s) without supervision; and
- Must be computer literate.

Appointment/Promotion

Vacancies, which shall be advertised both externally and internally, shall be dependent on established job position(s); qualified serving Research Assistants may be considered for promotion. Selection shall be by appraisal.

RESEARCH ASSISTANT — (SS 4)

Staff in this grade shall be required to assist research work with special skills; they shall be also required to exhibit qualities of sound judgment, initiative and resources, supervision and training of subordinate staff.

Duties and Responsibilities

Works under the direction and supervision of superiors.

Qualifications and Experience

- Must hold a Diploma/Higher National Diploma (HND) certificate in a relevant field awarded by a recognised institution.
- Applicants must show clear evidence of ability to hold schedule(s) without supervision; and
- Must be computer literate.

UNIVERSITY CLINIC

The Senior Staff in the University Clinic shall be designated as follows:

- Chief Nursing Officer
- Principal Nursing Officer
- Senior Nursing Officer
- Nursing Officer

CHIEF NURSING OFFICER — (SS 1)

Staff in this grade shall be required to perform work covering a wide field requiring high qualities of sound judgment, initiative, resourcefulness and precision. Staff should be able to critically assess cases within the scope of approved regulations or general decisions.

Duties and Responsibilities

- Performs the duties of a Principal Nursing Officer at a higher level of responsibility.
- Any other duties as may be assigned by the appropriate authority.

Qualification and Experience

Must hold the Bachelor in Nursing/Midwifery/Diploma of Nursing from a recognised and accredited institution/State Registered Nurse (SRN) with the Nurses and Midwifery Council and must have served as Principal Nursing Officer in a University or comparable grade in a similar institution/organisation for at least six (6) years.

Appointment/Promotion

Vacancies, which shall be advertised both externally and internally, shall be dependent on established job position(s); qualified serving Principal Nursing Officers may be considered for promotion. Selection shall be by appraisal and interview.

PRINCIPAL NURSING OFFICER — (SS 2)

Staff in this grade shall be required to perform work covering a wide field requiring high qualities of sound judgment, initiative, resourcefulness and precision. Staff should be able to critically assess cases within the scope of approved regulations.

Duties and Responsibilities

- Performs the duties of Senior Nursing Officer at a high level of responsibility.
- Any other duties that may be assigned from time to time by the appropriate authority.

Qualification and Experience

Must hold a Bachelor in Nursing/Midwifery/Diploma of Nursing from a recognised and accredited institution/State Registered Nurse (SRN) with the Nurses and Midwifery Council and must have served as Senior Nursing Officer in a University or comparable grade in a similar institution/organisation for at least five (5) years.

Appointment/Promotion

Vacancies, which shall be advertised both externally and internally, shall be dependent on established job position(s); qualified serving Senior Nursing Officers may be considered for promotion. Selection shall be by appraisal and interview.

SENIOR NURSING OFFICER — (SS 3)

Staff in this grade shall be required to perform work covering a wide field requiring high qualities of sound judgment, initiative, resourcefulness and precision. Staff should be able to critically assess cases within the scope of approved regulations.

Duties

- Performs the duties of a Nursing Officer at a higher level of responsibility.
- Any other duties as may be assigned by the appropriate authority.

Qualification and Experience

- Must have a Bachelor in Nursing/Midwifery from a recognised and accredited institution;
OR
- Must have the State Registered Nurse (SRN) with the Nurses and Midwifery Council/Diploma of Nursing from a recognised and accredited institution and must have served as Nursing Officer in a University or comparable grade in a similar institution/organisation for at least four (4) years.

Appointment/Promotion

Vacancies, which shall be advertised both externally and internally, shall be dependent on established job position(s); qualified serving Nursing Officers may be considered for promotion. Selection shall be by appraisal and interview.

NURSING OFFICER — (SS 4)

Staff in this grade shall be required to perform work covering a wide field requiring high qualities of sound judgment, initiative, resourcefulness and precision. Staff should be able to critically assess cases within the scope of approved regulations.

Duties and Responsibilities

Works under the direction and supervision of superiors.

Qualification and Experience

Diploma in Nursing from a recognised and accredited institution;
OR

State Registered Nurse (SRN) with the Nurses and Midwifery Council with a minimum of six (6) years post qualification experience.

SECTION C

Junior Staff

This Scheme of Service for Junior Staff of the Technical Universities in Ghana outlines the duties, responsibilities and qualification requirements for appointment and promotion of Junior Staff in the Technical Universities.

The scheme is designed to:

- Facilitate the appointment and promotion of Junior Staff
- Ensure uniformity in appointment and promotion and
- Ensure clear lines of progression;

“Junior Staff” refers to staff with qualifications below Higher National Diploma (HND) or its equivalent.

The categories include:

- Administration
- Library
- Accounting
- Estate Management
- Technician
- ICT
- Transport
- Works and Development
- Security
- Hall Assistants (Porters)
- Environmental and Sanitation

ADMINISTRATION

The Junior Staff in Administration/Secretarial shall be designated as follows:

- Senior Clerk
- Clerk Grade (I)
- Clerk Grade (II)
- Office Assistant

SENIOR CLERK — (JS 2)

Duties

The duties of a Senior Clerk shall include:

- typing,
- handling of files,
- interpreting and application of regulations,
- responding to enquiries.

Qualifications and Experience

Applicant must hold Diploma in Business Studies (Secretarial Option) or its equivalent from a recognised institution;

OR

He/She must possess five (5) GCE 'O' Level credits/School Certificate and five (5) SSSCE passes including English Language, and Mathematics or RSA Stage II and must have served as Clerk Grade I in a University or comparable grade in a similar institution/organisation for at least three (3) years; and

Applicant must be computer literate.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

CLERK GRADE (I) — (JS 3)

Duties

Perform secretarial duties at a **lower level of responsibility** and any other duties that may be assigned from time to time by the appropriate authority.

The duties of a Clerk Grade I shall include:

- typing,
- handling of files,

- interpreting and application of regulations;
- responding to enquires.

Qualifications and Experience

Applicant must possess five (5) GCE 'O' Level credits or five (5) WASSCE/SSSCE passes including English Language or RSA Stage II and must have served as Clerk Grade II in a University or comparable grade in a similar institution/organisation for at least three (3) years.

Applicant must be computer literate.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

CLERK GRADE (II) — (JS 7)

Duties

Performs the duties of a Typist with a **higher level of responsibility**, and any other duties that may be assigned from time to time by the appropriate authority.

The duties of a Clerk Grade II shall include:

- typing;
- handling of files;
- interpreting and application of regulations;
- responding to enquires.

Qualifications and Experience

Applicant must possess five (5) GCE 'O' Level/School Certificate or five (5) WASSCE/SSSCE passes including English Language.

OR

Applicant must hold RSA Stage II or comparable qualifications.
Applicants must be computer literate.

Appointment

Vacancies shall be advertised and qualified applicants may be considered for appointment. Selection shall be through competitive interview.

OFFICE ASSISTANT — (JS 13)

Duties and Responsibilities

Duties of staff in this grade shall include:

- Receipt and distribution of letters and memoranda from and to other offices and departments;
- Running errands for the office;
- Assist in filing of documents;
- Any other duties that may be assigned from time to time by the appropriate authority.

Qualifications

GCE 'O' level with minimum of three (3) passes or WASSCE/SSSCE with minimum of three (3) passes in subjects including English Language.

Staff in the Office Assistant category may not be able to progress unless they possess the minimum qualification required for the Clerk Grade II or equivalent positions.

Appointment

Vacancies shall be advertised. Selection shall be by interview.

LIBRARY

Junior Staff in the Library shall be designated as follows:

- Junior Library Assistant
- Junior Library Assistant Grade I
- Junior Library Assistant Grade II

JUNIOR LIBRARY ASSISTANT — (JS 2)

Duties

The Junior Library Assistant shall assist in the

- acquisition and ordering of library materials;
- placing orders for library materials;
- sorting serials for direction to various parts of the Library;
- cataloguing and classification of library materials;
- circulation of materials; and
- provision of assistance to readers.

Qualifications and Experience

- Applicant must hold Diploma in Business Studies or its equivalent from a recognised institution;
OR
- Applicant must possess five (5) GCE 'O' Level credits/School Certificate and five (5) WASSCE/SSSCE passes including English Language and Mathematics or RSA Stage II and must have served as Junior Library Assistant Grade I in a University or comparable grade in a similar institution/organisation for at least three (3) years.
- Applicant must be computer literate.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

JUNIOR LIBRARY ASSISTANT GRADE I — (JS 3)

Duties

The Junior Library Assistant Grade I shall assist in the:

- acquisition and ordering of library materials;
- placing orders for library materials;

- sorting serials for direction to various parts of the Library;
- cataloguing and classification of library materials;
- circulation of materials and
- provision of assistance to readers.

Qualifications and Experience

Applicant must have obtained five (5) GCE 'O' Level credits or five (5) WASSCE/SSSCE passes in English Language or RSA Stage II and must have served as Junior Library Assistant Grade II in a University or comparable grade in a similar institution/organisation for at least three (3) years.

Applicants must be computer literate

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

JUNIOR LIBRARY ASSISTANT GRADE II — (JS 4)

Duties

The Junior Library Assistant Grade II shall assist in the:

- acquisition and ordering of library materials;
- placing orders for library materials;
- sorting serials for direction to various parts of the Library;
- cataloguing and classification of library materials;
- circulation of materials; and
- provision of assistance to readers.

Qualifications and Experience

Applicant must have obtained five (5) GCE 'O' Level credits/School Certificate or five (5) WASSCE/SSSCE passes including English Language or RSA Stage II.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be

considered for appointment. Selection shall be through competitive interview.

ACCOUNTING STAFF

The Junior Staff in Accounting session I shall be designated as follows:

- Senior Accounts Clerk
- Accounts Clerk Grade (I)
- Accounts Clerk Grade (II)

SENIOR ACCOUNTS CLERK — (JS 2)

Duties

Perform bookkeeping duties at a **higher level of responsibility** and any other duties that may be assigned from time to time by the appropriate authority.

The Senior Accounts Clerk shall assist in the following accounting duties:

- preparation of College accounts,
- salary administration,
- preparation of vouchers etc.

Qualifications and Experience

Diploma in Business Studies (Accounting Option) or comparable qualification from a recognised institution;

OR

Applicant must possess credits in five (5) GCE 'O' Level/School Certificate or five (5) WASSCE/SSSCE including English Language, Mathematics and Accounting or RSA Stage II and have served as an Accounts Clerk Grade I in a University or comparable grade in a similar institution/organisation for at least three (3) years.

Applicant must be computer literate.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

ACCOUNTS CLERK GRADE (I) — (JS 3)

Duties

Perform the duties of a Senior Accounts Clerk, at a **lower level of responsibility** and any other duties that may be assigned from time to time by the appropriate authority.

The Senior Clerk Grade I shall assist in the following;

- preparation of the University's accounts;
- salary administration;
- preparation of vouchers.

Qualifications and Experience

Applicant must possess credits in five (5) GCE 'O' Level/School Certificate or five (5) WASSCE/SSSCE including English Language, Mathematics and Accounting or RSA Stage II and have served as an Accounts Clerk Grade II in a University or comparable grade in a similar institution/organisation for at least three (3) years.

Applicant must be computer literate.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

ACCOUNTS CLERK GRADE (II) — (JS 7)

Duties

Works under the direction and supervision of superiors.

The Accounts Clerk Grade II shall assist in the

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- preparation of the University's accounts,
- salary administration,
- preparation of vouchers etc.
- supervision of subordinate staff.

Qualifications and Experience

The applicant must have obtained credits in five (5) GCE 'O' Level/School Certificate or five (5) WASSCE/SSSCE passes including English Language, Mathematics or Statistics and Accounting or its equivalent.

OR

Applicant must hold RSA Stage II.

Applicants must be computer literate.

Relevant working experience shall be an advantage.

Appointment

Vacancies shall be advertised and qualified applicants may be considered for appointment. Selection shall be through competitive interview.

ESTATE

The Junior Staff in the Estate Management section are:

- Senior Estate Management Clerk
- Estate Management Clerk Grade I
- Estate Management Clerk Grade II

SENIOR ESTATE MANAGEMENT CLERK — (JS 2)

Duties

Senior Estate Management Clerk shall assist in the following Estate Management duties:

- assisting in routine inspection of the University's estates and preparation of regular reports;
- assisting in ensuring that proper assets register is maintained at the estate office;

- assisting in the furnishing of duty post bungalows, flats guest houses residences, offices, classrooms and lecture halls;
- assisting in the preparation of maintenance schedules for the Principal's consideration;
- assisting in the preparation of venues for functions such as congregation, matriculation, etc.;
- assisting in the provision of timely reports on encroachment of the institutions properties for appropriate action;
- assisting in ensuring proper utilisation of institution's property;
- any other duties that may be assigned by the Principal.

Qualifications and Experience

Applicant must possess Diploma in Estate Management or equivalent professional qualification;

OR

Applicant must possess credits in five (5) GCE "O" Level/ WASSCE/SSSCE or its equivalent from a recognised institution and must have served as an Estate Management Clerk Grade (I) in a University or comparable grade in a similar institution or organisation for at least three (3) years.

Applicants must be computer literate.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be by interview.

ESTATE MANAGEMENT CLERK GRADE I — (JS 3)

Duties

The Estate Management Clerk Grade I shall assist in the following Senior Estate Management Clerk duties:

- assisting in routine inspection of the University's estates and preparation of regular reports;
- assisting in ensuring that proper assets register is maintained at the estate office;
- assisting in the furnishing of duty post bungalows, flats guest houses residences, offices, classrooms and lecture halls;

- assisting in the preparation of maintenance schedules for the rector's consideration;
- assisting in the preparation of venues for functions such as congregation, matriculation, etc.;
- assisting in the provision of timely reports on encroachment of the institutions properties for appropriate action;
- assisting in ensuring proper utilisation of institution's property;
- any other duties that may be assigned by the Principal.

Qualifications and Experience

Applicant must possess Credits in five (5) GCE "O" Level/WASSCE/SSSCE or its equivalence from a recognised institution and must have served as an Estate Management Clerk Grade (II) in a University or comparable grade in a similar institution or organisation for at least three (3) years.

Applicants must be computer literate.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be by interview.

ESTATE MANAGEMENT CLERK GRADE II — (JS 3)

Duties

Senior Estate Management Clerk II shall assist in the following Estate Management duties:

- assisting in routine inspection of the University's estates and preparation of regular reports;
- assisting in ensuring that proper assets register is maintained at the estate office;
- assisting in the furnishing of duty post bungalows, flats guest houses residences, offices, classrooms and lecture halls;
- assisting in the preparation of maintenance schedules for the Principal's consideration;
- assisting in the preparation of venues for functions such as congregation, matriculation, etc.;

- assisting in the provision of timely reports on encroachment of the institutions properties for appropriate action;
- assisting in ensuring proper utilisation of institution's property;
- any other duties that may be assigned by the Principal.

Qualifications and Experience

Applicant must have obtained Credits in five (5) GCE "O" Level/ WASSCE/SSSCE or its equivalence from a recognised institution.

Applicants must be computer literate.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be by interview.

WORKSHOPS & LABORATORIES

Junior staff in the Technician category shall be designated as follows:

- Senior Technical Assistant
- Technical Assistant Grade I
- Technical Assistant Grade II

SENIOR TECHNICAL ASSISTANT — (JS 2)

Duties

The Senior Technical Assistant shall perform such relevant duties as may be required. These include:

- construction;
- repair and maintenance of equipment;
- repairs and maintenance of scientific equipment;
- providing technical assistance to staff engaged on research projects;
- preparation of experiments for teaching and learning;
- providing tutorial and technical assistance for teaching and learning.

Qualifications and Experience

The applicant must have obtained Credits in five (5) GCE "O" Level/WASSCE/SSSCE subjects or its equivalence from a recognised institution and must have served satisfactorily as Technical Assistant Grade I for not less than three (3) years in the University or comparable grade in a similar organisation.

OR

He/She must possess the Science Laboratory Technician Certificate (Part I) with at least one (1) year experience in a University or comparable grade in a similar institution/organisation.

Applicant must be computer literate.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

TECHNICAL ASSISTANT GRADE I — (JS 3)

Duties

The Technical Assistant Grade II shall perform such relevant duties as may be required. These include:

- construction;
- repair and maintenance of equipment;
- repairs and maintenance of scientific equipment;
- providing technical assistance to staff engaged on research projects;
- preparation of experiments for teaching and learning;
- providing tutorial and technical assistance for teaching and learning.

Qualifications and Experience

Applicant must possess the following:

The Applicant must have obtained Credits in five (5) GCE "O" Level/WASSCE/SSSCE subjects or its equivalence from a

recognised institution and must have served satisfactorily as Technical Assistant Grade II for not less than three (3) years in the University or comparable grade in a similar organisation.

OR

The Intermediate Certificate of City and Guilds of London Institute/Science Laboratory Technician Certificate.

Applicants must be computer literate.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

TECHNICAL ASSISTANT GRADE II — (JS 4)

Duties

The Technical Assistant Grade II shall perform such relevant duties as may be required. These include:

- construction;
- repair and maintenance of equipment;
- repairs and maintenance of scientific equipment;
- providing technical assistance to staff engaged on research projects;
- preparation of experiments for teaching and learning;
- providing tutorial and technical assistance for teaching and learning.

Qualifications and Experience

The applicant must have obtained five (5) GCE 'O' Level/School Certificate credits or five (5) passes in WASSCE/SSSCE including English Language, Mathematics and relevant science subjects.

Appointment

Vacancies shall be advertised and qualified applicants may be considered for appointment. Selection shall be through competitive interview.

INFORMATION & COMMUNICATION TECHNOLOGY (ICT)

The Junior Staff in the ICT section shall be designated as follows:

- Senior ICT Clerk
- ICT Clerk Grade I
- ICT Clerk Grade II

SENIOR ICT CLERK — (JS 2)

Duties

The Senior ICT Clerk shall assist in systems analysis, programming, network and system administration, verification and validation of data.

Qualification and Experience

Must possess a Diploma in ICT from a recognised institution and must have worked as ICT Clerk Grade I in a University or comparable grade in a similar institution/organisation for at least three (3) years.

He/She shall demonstrate a high sense of integrity and honesty.

Appointment

Vacancies shall be advertised and qualified applicants may be considered for appointment. Selection shall be through competitive interview.

ICT CLERK GRADE I — (JS 3)

Duties

The ICT Clerk Grade I shall assist in systems analysis, programming, network and system administration, verification and validation of data.

Qualification and Experience

Must possess a Diploma in ICT awarded by a recognised professional training institution and must have served satisfactorily as ICT Clerk Grade II in a University or comparable grade in a similar institution/organisation for not less than three (3) years.

He/She shall demonstrate a high sense of integrity and honesty.

Appointment

Vacancies shall be advertised and qualified applicants may be considered for appointment. Selection shall be through competitive interview.

ICT CLERK GRADE II — (JS 4)

Duties

The ICT Clerk Grade II shall assist in systems analysis, programming, network and system administration, verification and validation of data.

Qualification and Experience

Must have obtained School Certificate/GCE/WASSCE/SSSCE credits including English Language and Mathematics. Applicants must possess certificate of proficiency in Computing or data entry programme plus one (1) year experience. Programmes offered by IPMC/NIIT would be considered.

He/She shall demonstrate a high sense of integrity and honesty.

Appointment

Vacancies shall be advertised and qualified applicants may be considered for appointment. Selection shall be through competitive interview.

TRANSPORT DEPARTMENT

Junior Staff in Transport Department shall be designated as follows:

- Senior Driver
- Driver Grade I
- Driver Grade II

SENIOR DRIVER — (JS 2)

Duties

Senior Driver shall assist the Transport Officer in the overall

management and administration of the Transport Section and perform driving duties which include:

- driving
- enforcing rules and regulations on driving
- ensuring cleanliness of vehicles
- repairs, maintenance and smooth running of the University's vehicles.

Qualifications and Experience

The applicant must possess a valid Driving License F and must have at least three BECE passes and have served continuously and satisfactorily as Driver Grade I for at least three (3) years in a University or comparable grade in a similar institution/organisation. GCE 'O' Level/WASSCE/SSSCE Certificate shall be an advantage.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

DRIVER GRADE I — (JS 7)

The Driver Grade I shall assist the Transport Officer in the overall management and administration of the Transport Section and perform duties which include:

- driving
- enforcing rules and regulations on driving
- ensuring cleanliness of vehicles
- repairs, maintenance and smooth running of the University's vehicles.

Qualifications and Experience

The applicant must possess a minimum of a valid Driving License D and a minimum of three BECE passes and must have served continuously and satisfactorily as Driver Grade II for at least three (3)

years in a University or comparable grade in a similar institution/organisation. GCE 'O' Level/SSSCE Certificate shall be an advantage.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

DRIVER GRADE II — (JS 9)

The Driver Grade II shall assist the Transport Officer in the overall management and administration of the Transport Section and perform duties which include:

- driving
- ensuring cleanliness of vehicles
- supervision of subordinate staff
- repairs, maintenance and smooth running of the University's vehicles.

Qualifications and Experience

Must possess a minimum of a valid Driving License D and must have at least three BECE passes. GCE 'O' Level/WASSCE/SSSCE Certificate shall be an advantage.

Appointment

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

WORKS & PHYSICAL DEVELOPMENT

Junior staff in Works & Development Office shall be designated as follows:

- Senior Works Assistant
- Works Assistant Grade I
- Works Assistant Grade II

SENIOR WORKS ASSISTANT — (JS 2)

Duties

The Senior Works Assistant shall perform general works and maintenance duties including:

- Assisting in supervision of Tradesmen and Artisans
- Training of staff
- Repair and Maintenance of equipment/furniture etc.

Qualifications and Experience

Applicant must hold the NVTI certificate or its equivalent in any of the trades. He/She must have served as Works Assistant Grade I in a University or comparable grade in a similar institution/organisation for at least three (3) years.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

WORKS ASSISTANT GRADE I — (JS 7)

Duties

The Works Assistant Grade I shall perform general works and maintenance duties in a specialised trade area including repair and maintenance of equipment/furniture etc.

Qualifications and Experience

Applicant must hold the NVTI certificate or its equivalent in any of the trades. He/She must have served as Works Assistant Grade II in a University or comparable grade in a similar institution/organisation for at least three (3) years.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be

considered for appointment/promotion. Selection shall be through competitive interview.

WORKS ASSISTANT GRADE II — (JS 9)

Duties

The Works Assistant Grade II shall perform general works and maintenance duties in a specialised trade area including repair and maintenance of equipment/furniture etc.

Qualifications and Experience

Applicant must hold the NVTI certificate or its equivalent in any of the trades. City and Guards would be considered.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

SECURITY SECTION

Junior Staff in the Security section shall be designated as follows:

- Junior Security Assistant
- Senior Security Guard
- Guard Grade I
- Guard Grade II

JUNIOR SECURITY ASSISTANT — (JS 2)

Duties

A Junior Security Assistant shall assist the Chief Security Officer in the administration of the Security Services which include:

- Exercising control over the Guards and all security personnel;
- Ensuring discipline among security staff;
- Supervising and training of staff;

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- Keeping the security situation under constant review for the safety and protection of the entire University community;
- Advising Management on the security situation, and logistic needs.

Qualifications and Experience

Applicant must possess at least five (5) School Certificate/GCE 'O' Level passes/five (5) WASSCE/SSSCE passes including English Language or must have attained the rank of a Corporal or Sergeant in the Police Service or equivalent status in the Ghana Armed Forces with an impeccable record of service and must have served as a Senior Security Guard in a University or comparable grade in a similar institution/organisation for at least three (3) years.

Appointment/Promotion

Vacancies shall be advertised and qualified persons may be considered for appointment/promotion. Selection shall be through competitive interview.

SENIOR SECURITY GUARD — (JS 3)

Duties

A Senior Security Guard shall assist the Chief Security Officer in the administration of the Security Services, which include:

- Exercising control over the Guards and all security personnel;
- Ensuring discipline among security staff;
- Supervising and training of staff;
- Keeping the security situation under constant review for the safety and protection of the entire University community;
- Advising Management on the security situation, and logistic needs.

Qualifications and Experience

The Candidate must possess at least five (5) School Certificate/GCE 'O' Level passes or five (5) WASSCE/SSSCE passes including English Language or must have attained the rank of Corporal in the Police

Service or equivalent status in the Armed Forces with an impeccable record of service and must have served satisfactorily as Security Guard Grade I for a minimum of three (3) years in the University or comparable grade in a similar institution/organisation.

OR

Must have attained the rank of Sergeant in the Police Service or equivalent status in the Armed Forces with an impeccable record of service.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

SECURITY GUARD GRADE I — (JS 7)

Duties

The Security Guard shall be responsible for safeguarding life and property on campus. The position requires tactfulness, initiative, discipline, boldness and firmness. He/She shall assist the day-to-day administration of the transport section.

Qualifications and Experience

The Candidate must possess at least five (5) School Certificate/GCE 'O' Level passes or five (5) WASSCE/SSSCE passes including English Language and must have served satisfactorily as Security Guard Grade II for a minimum of three (3) years in the University.

OR

Must have attained the rank of Corporal in the Police Service or equivalent status in the Armed Forces with an impeccable record of service.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

SECURITY GUARD GRADE II — (JS 9)

Duties

The Security Guard shall be responsible for safeguarding life and property on campus. The position requires tactfulness, initiative, discipline, boldness and firmness. He/She shall assist the day-to-day administration of the transport section.

Qualification

The applicant must possess at least five (5) School Certificate/GCE 'O' Level passes or five (5) WASSCE/SSSCE passes including English Language.

Applicant must be physically fit and not below 20 years of age.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment. Selection shall be through competitive interview.

HALL ASSISTANTS (PORTERS)

Junior Staff in the Halls of Residence shall be designated as follows:

- Senior Hall Assistant
- Hall Assistant Grade I
- Hall Assistant Grade II

SENIOR HALL ASSISTANT — (JS 2)

Duties

The duties of the Senior Hall Assistant shall include:

- supervision of cleaners;
- recording and monitoring guest movements; assisting students in emergencies;
- preparation and maintenance of records of students.

Qualifications and Experience

The applicant must have obtained five (5) GCE 'O' Level/School Certificate passes or five (5) WASSCE/SSSCE passes including English Language or its equivalent (e.g. RSA II, Ghana Commercial Examination Stage II) and must have served as Hall Assistant Grade I in a University or comparable grade in a similar institution/organisation for not less than three (3) years.

Applicants must be computer literate.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

HALL ASSISTANT GRADE I — (JS 7)

Duties

The duties of the Hall Assistant Grade I shall include:

- preparation and maintenance of records of students;
- recording and monitoring guest movements;
- ensuring the safety of hall property;
- assisting students in emergencies;
- supervision of cleaners.

Qualifications and Experience

The applicant must have obtained five (5) GCE 'O' Level/School Certificate passes or five (5) WASSCE/SSSCE passes including English Language or its equivalent (e.g. RSA II, Ghana Commercial Examination Stage II) and must have served as Hall Assistant Grade II in a University or comparable grade in a similar institution/organisation for not less than three (3) years.

Applicants must be computer literate.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be

considered for appointment/promotion. Selection shall be through competitive interview.

HALL ASSISTANT GRADE II — (JS 9)

Duties

The duties of the Hall Assistant Grade II shall include:

- preparation and maintenance of records of students;
- recording and monitoring guest movements;
- ensuring the safety of hall property; supervision of cleaners;
- assisting students in emergencies.

Qualifications and Experience

The applicant must have obtained five (5) GCE 'O' Level/School Certificate passes or five (5) WASSCE/SSSCE passes including English Language or its equivalent (e.g. RSA II, Ghana Commercial Examination Stage II).

Applicants must be computer literate.

Appointment

Vacancies shall be advertised and qualified applicants may be considered for appointment. Selection shall be through competitive interview.

ENVIRONMENT & SANITATION

Junior Staff in the Environmental & Sanitation section shall be designated as follows:

- (a) Senior Sanitary Workman
Sanitary Workman
- (b) Senior Workman/Cleaner
Workman/Cleaner
- (c) Senior Gardener/Grounds man
Gardener/Grounds man

SENIOR SANITARY WORKMAN — (JS3)

Duties

Perform the duties of a Senior Sanitary Workman and any other duties that may be assigned from time to time by the appropriate authority.

Qualifications

Passes at the BECE level with two (2) years experience on the job.

Appointment

Vacancies shall be advertised. Selection shall be by interview.

SANITARY WORKMAN — (JS 4)

Duties

Works under supervision of superiors

Entry

Open Competition

Vacancies shall be advertised. Selection shall be by interview.

SENIOR WORKMAN/CLEANER — (JS 3)

Duties

Works under the direction and supervision of superiors.

Qualifications

Passes at the BECE level with two (2) years on the job experience.

Entry

Open Competition

Vacancies shall be advertised. Selection shall be by interview.

WORKMAN/CLEANER — (JS 4)

Duties

Works under the direction and supervision of superiors.

Qualifications

Passes at the BECE level shall be an advantage.

Entry

Open Competition

Vacancies shall be advertised. Selection shall be by interview.

SENIOR GARDENER/GROUNDS MEN/WOMEN — (JS 3)

Duties

Perform the duties of a gardener and any other duties that may be assigned from time to time by the appropriate authority.

Qualifications

Passes at the BECE level with two (2) years on the job experience.

Appointment

Open Competition

Vacancies shall be advertised. Selection shall be by interview.

GARDENER/GROUNDS MEN/WOMEN — (JS 4)

Duties

Perform the duties of a gardener and any other duties that may be assigned from time to time by the appropriate authority.

Qualifications

Passes at the BECE level shall be an advantage.

Appointment

Open Competition

Vacancies shall be advertised. Selection shall be by interview.