



BOLGATANGA TECHNICAL UNIVERSITY

INTERNAL ADVERTISEMENT

(19TH MARCH, 2025)

In accordance with Statute 42 of the University's Statutes, the University Appointment and Promotions Board invites applications from suitably qualified staff who are goal-oriented and results-driven with proven leadership qualities for appointment as Deans for the underlisted Schools:

1. School of Business and Management Studies
2. School of Applied Science and Art
3. School of Graduate Studies

THE DEAN

- a) The Dean shall be of professorial status within the School
- b) The Dean shall be the head of the School
- c) The Dean shall be responsible to the Vice Chancellor through the Pro-Vice Chancellor for providing leadership to the School
- d) The Dean shall be the liaison between the School and Management of the University
- e) The Dean shall be the Chairperson of the School Board and Head of the School

Terms of Appointment

1. The Dean shall hold office for a period of two (2) years if he/she is of a professorial status, and may be eligible, upon completion of his/her term of office, for re-appointment for only another term of two years provided his performance is satisfactory.
2. Where there are no suitable academic senior members of professorial status in the School, the Dean may be appointed from a cognate School through the same procedure.
3. Where a suitable senior member of professorial status cannot be found in the Schools, a suitable senior academic member of Senior Lecturer Status may be appointed to act as Dean, through the same procedure as in Section (5) of Statute 42 of the University's Statutes. He/she shall hold office for one (1) year and shall be eligible for re-appointment for another year only.

Qualification Required & Experience

The Person:

- a) The applicant shall be a teaching staff of the University, and shall be of Professorial status who can provide academic leadership and be abreast with policies and good practices in a tertiary institution.

- b) Must have a wide experience in academic management at the tertiary level, including conduct of University Examinations, Quality Assurance and liaison with Universities' regulatory bodies.
- c) Must be of unblemished character and have a high degree of personal integrity, be circumspect and above reproach.
- d) Must be a distinguished and internationally acclaimed scholar with a strong research background.
- e) Must have proven organizational and leadership skills.
- f) Must possess excellent inter-personal and communication skills, be a team player and have the capacity to manage and control crisis.
- g) Must be visionary, business-oriented and able to establish rapport between industry and the University for beneficial purposes.
- h) Must have the experience in fund-raising and resource mobilization for teaching, research and community service.

Qualification Required & Experience

The Person:

- a) The applicant shall be a teaching staff of the University, and shall be of Professorial status who can provide academic leadership and be abreast with policies and good practices in a tertiary institution.
- b) Must have a wide experience in academic management at the tertiary level, including conduct of University Examinations, Quality Assurance and liaison with Universities' regulatory bodies.
- c) Must be of unblemished character and have a high degree of personal integrity, be circumspect and above reproach.
- d) Must be a distinguished and internationally acclaimed scholar with a strong research background.
- e) Must have proven organizational and leadership skills.
- f) Must possess excellent inter-personal and communication skills, be a team player and have the capacity to manage and control crisis.
- g) Must be visionary, business-oriented and able to establish rapport between industry and the University for beneficial purposes.
- h) Must have the experience in fund-raising and resource mobilization for teaching, research and community services.

Tenure of Office

The applicant must be able to serve a full term of **TWO (2) Years** before reaching the statutory retirement age of sixty (60).

How to Apply for the Job

- a) The Applicant should submit a sealed application letter and a statement of not more than **three (3) pages** (Times New Roman font size 12 and 1.5 line spacing) outlining his/her vision, mission, objectives and strategies for implementation for the School.
- b) The applicant should attach a Curriculum Vitae (CV), including names and addresses of three (3) referees who can attest to the qualities of the applicant.
- c) Applications must be addressed to the Chairman and must be hand-delivered in a sealed envelope or by a Courier, to the Registry of the University to reach the address below **not later than Wednesday, 2nd April, 2025**.

**The Chairman
University Appointment and Promotions Board
Office of the Registrar (Human Resource
Directorate) Bolgatanga Technical University
P. O. Box 767
Bolgatanga**

Soft copies of the application package should also be submitted to the E-mail address below:

jtembil@bolgatu.edu.gh

Closing Date: Wednesday, 2nd April, 2025 at 5:00pm

Only short-listed candidates shall be contacted