



JOB ADVERTISEMENT FOR POSITIONS AT THE GHANA INSTITUTE OF JOURNALISM

The Ghana Institute of Journalism (GIJ) is a specialised public higher educational institution with three faculties: Faculty of Journalism, Faculty of Public Relations and Advertising, and Faculty of Communication and Social Sciences. In addition, GIJ has a Graduate School currently running four post-graduate programmes. The mission of the GIJ is to train and produce quality journalism and communication practitioners and researchers by developing innovative teaching and cutting-edge skills to support national, regional and global development.

GIJ seeks to employ qualified persons with the requisite academic and professional backgrounds in the key administrative positions of Rector, Deputy Rector and Deputy Registrar.

(A) RECTOR

The Rector is the Chief Executive Officer who provides academic and administrative leadership for the Institute. He/she:

1. Is responsible for raising funds for the development and expansion of the Institute.
2. Provides leadership in achieving the strategic objectives as well as the vision and mission of the Institute, with the aim of promoting academic and professional excellence.
3. Develops strategic partnerships to foster staff and student development.
4. Is the Chief Disciplinary Officer of the Institute, and exercises general authority over both staff and students.
5. Is responsible for the prudent financial and human resource management of the Institute.
6. Liaises with the leadership of public universities such as Vice-Chancellors, Ghana.

Qualifications and experience required:

The Applicant:

1. Must be a holder of a post-graduate qualification in a communication-related field; and PhD in an appropriate field. A professorial rank will be an advantage.
2. Must have, at least, seven years managerial experience at a senior level in higher education.
3. Must have a track record of teaching, research and administration at a tertiary level.

Job Description

Reporting to the Council in exercising responsibility in:

1. Coordinating the co-operation between GIJ and other higher learning institutions in Ghana and beyond.
2. Managing development projects.
3. Developing and implementing strategies for fundraising, including the establishment of an Endowment Fund.
4. Developing and implementing a programme to identify strategic partners and diversify and expand income generation.
5. Ensuring high-quality governance, management and financial administration.
6. Strengthening relationships with stakeholders and partners including those in the communication industry and professional bodies.
7. Enhancing employability of students and seeking training for staff and students.
8. Working with others to enhance the national, regional and international profile of the Institute.
9. Developing and implementing institutional marketing and branding.
10. Providing a key interface with the Student Practicum to ensure the acquisition of domain-relevant skills and competencies.
11. Performing any other duties as may be required by the GIJ Council.

Application for the position of Rector must be accompanied by a statement of vision for GIJ.

(B) DEPUTY RECTOR

The Deputy Rector is the Deputy Chief Executive Officer of the Institute. He/she:

1. Assists the Rector in providing academic and administrative leadership for the Institute.
2. Assists the Rector in providing leadership in achieving the strategic objectives as well as the vision and mission of the Institute to promote academic and professional excellence.
3. Assists the Rector with the management of GIJ's human resources.

Qualifications and experience required:

The Applicant:

1. Must be a holder of a post-graduate qualification in a communication-related field; and a PhD in an appropriate field. A professorial rank will be an advantage.
2. Must have, at least, five years managerial experience at a senior level in higher education.
3. Must have a track record of teaching, research and administration at a tertiary level.

Job Description

1. Assisting the Rector in the performance of his/her duties and other functions related to academic affairs.
2. Co-ordinating the day-to-day control and administration of academic affairs.
3. Co-ordinating all academic activities at local, national and international levels that contribute to the Institute's strategic academic direction.
4. Overseeing the academic activities of the Faculties, as well as other independent academic units.
5. Representing the Rector as and when necessary.
6. Performing any other duties as may be assigned/delegated by the Rector or the Council.

(C) DEPUTY REGISTRAR (ACADEMIC AFFAIRS)

1. The Deputy Registrar (Academic Affairs) will directly report to the Registrar for the implementation and supervision of academic policies and procedures of the Institute.
2. He/she will assist the Registrar in providing academic and administrative support services.

Qualifications and experience required:

The Applicant:

1. Must be a holder of, at least, a Master's degree from a recognized tertiary institution.
2. Must have, at least, seven years relevant post-qualification experience in a similar position in a higher educational institution. Senior Assistant Registrars with appreciable experience in the provision of academic and administrative support services in a higher educational institution are qualified to apply.
3. In addition eligible applicants must have:
 - Strong administrative and managerial competence.
 - Excellent organizational and time management skills.
 - Excellent communication and interpersonal skills.
 - High sense of integrity.
 - Ability to pay attention to detail.
 - Ability to handle multiple administrative duties and produce results.
 - Very good computer skills.

Job Description

- 1) Supervising admissions, record keeping, administration and examinations.
- 2) Establishing necessary links with Deans/HODs of relevant Faculties/Departments of public and accredited universities.
- 3) Managing the major registry work.
- 4) Contacting and collaborating with the Academic Affairs Directorates/Departments/Units of public universities.
- 5) Other duties as may be assigned/delegated by the Registrar.

MODE OF APPLICATION

- i. Applicants for all the positions should also forward references from three referees, two of whom must be academic. Referees should assess applicants against the eligibility criteria and duties listed above.
- ii. The deadline for submission of all applications is **Friday, March 30, 2018 by 4.00pm local time.**
- iii. Interested individuals from both within and outside GIJ should submit a letter of application including curriculum vitae and copies of relevant academic credentials to:

The Registrar,
Ghana Institute of Journalism,
P.O. Box GP 667,
Accra, Ghana.