



Takoradi Technical University invites applications from suitably qualified candidates for appointment as **Professors, Associate Professors, Senior Lecturers, Lecturers, Assistant Lecturers** and **Administrative Staff** in the following teaching and non-teaching areas:

A. TEACHING

1. Mechanical Engineering
2. Chemical Engineering
3. Electrical/Electronic Engineering
4. Transportation Engineering
5. Process Engineering
6. Renewable Engineering
7. Geotechnical Engineering
8. Structural Engineering
9. Environmental Engineering
10. Estate Management
11. Petroleum Engineering
12. Construction Engineering Management
13. Real Estate
14. Mathematics/Statistics
15. Research Assistants/Officers
16. Secretaryship & Management Studies
17. Procurement and Supply Chain Management
18. Marketing
19. Accountancy
20. Fashion Design Technology
21. Graphic Design Technology
22. Industrial Painting
23. English Language
24. French Language
25. Law
26. Entrepreneurship
27. African Studies

Qualification: Applicants must have PhD or MPhil (with evidence of pursuing PhD) and must have attained the appropriate rank with considerable teaching experience in a University and/or analogous Institution. Relevant professional qualification and Industrial experience will be an added advantage.

B. NON-TEACHING

1. Deputy Director of Finance

Qualification: Must be a Chartered Accountant and hold a Master's degree in the relevant field. Applicants shall be required to support their applications with papers and publications for two (2) External Assessors' evaluation

2. Auditing, Accounting, and Procurement (various categories)

Qualification: Bachelor's degree or HND with a considerable period of experience. Strong ICT background is an advantage

3. Senior Stores Assistants/Stores Assistants

Qualification: Bachelor's Degree or HND in Procurement & Supply/ Procurement Management (ADILT, DILT, CIPS)

4. Medical Officers

Qualification: MB.ChB Medicine or its equivalent. Master's degree in Health Administration (MHA) or Business Administration (MBA) would be an advantage

5. Medical /Physician Assistants

Qualification: B. Sc. Physician Assistant Studies or its equivalent

6. Nurses (Nurses Manager, General Nurses)

Qualification: Professionally qualified with a considerable period of experience

7. Pharmacists/Pharmacist Technicians/Medicine Counter Assistants

Qualification: B. Pharm/HND Dispensing/Certificate in Medicine Dispensing

8. Laboratory (Medical Laboratory Scientists/Medical Laboratory Technicians/ Medical Laboratory Assistants)

Qualification: B.Sc. Medical Laboratory Technician/Certificate in Medical Laboratory/ Diploma in Medical Laboratory

9. ICT Technicians (Software Developers, Network Technicians, Web Developers, Data Processors, Network Administrators)

Qualification: Bachelor's degree or HND in Computer Science or ICT with a considerable period of experience

10. Junior Assistant Registrars

Qualification: Master's degree preferably in Administration and Management-related areas

11. Administrative Assistants/Clerks

Qualification: HND Secretaryship & Management Studies or Private Secretary Certificate holders with 4 years post-qualification experience

12. Electrical Technicians /Plumbers/Carpenters/Masons/Painters/Handymen/ Slashers

Qualification: NVTI Certificate or its equivalent in any of the trades. City and Guilds would be considered

13. Printing Press (Technicians)

Qualification: HND in relevant field awarded by a recognised Institution Or Part (III) of relevant Technician Certificate. Applicants must be computer literate

14. Conservancy Labourers

Qualification: Must have BECE or higher qualification. Must be physically and medically fit

15. Drivers/Driver Mechanics

Qualification: Must possess License C or higher with considerable period of driving experience

16. Security Personnel

Qualification: Must hold WASSCE/SSCE/or GCE 'O' Level, etc. HND is an advantage. Must be physically and medically fit

17. DIRECTOR, DIRECTORATE OF PUBLIC AFFAIRS

Key Responsibilities

The Directorate of Public Affairs is responsible for building and maintaining the University's corporate image and relationship with key publics, as well as managing events and communication with the University's stakeholders.

Specific Roles

The Director shall head the Directorate of Public Affairs and shall be responsible to the Registrar for University protocol, organising official University events, documenting University history, culture and symbols as well as oversight of the University's Campus Broad Casting Services.

He/she will be the central spokesperson for the University and shall plan and implement the strategic and operational aspects of the Public Relations and Corporate Affairs of the University.

Qualification and Experience

Applicants must:

- Have two-Year Post-graduate degree in Public Relations/Affairs, Communication or Journalism with relevant professional or public relations experience.
- Be an accredited member of a recognized relevant professional body.
- Have at least 8 years of post-qualification senior level experience as practitioner and possess considerable strategic, interpersonal and collegial skills, and be able to function within the Higher Education Sector.
- Have high-level analytical skills, business sense as well as a deep understanding and appreciation of the strategic and operational issues and challenges in top-level University management and administration.
- Have served or must be serving as Deputy Registrar/Deputy Director or analogous grade in a university or analogous institution.

18. DIRECTOR, DIRECTORATE OF CONSULAR AND GENERAL SERVICES

Job Description

- The Director is the Head of the Directorate of Consular and General Services. The Directorate is responsible for providing consular, general and other specialised services in the University.

- The Director is responsible to the Registrar for matters relating to general services (including security, fire safety, printing, consular, and transport services).

Qualification and Experience

Applicants must:

- possess a postgraduate degree in the relevant area with relevant experience (preferably in a Higher Education).
- have at least eight (8) years post-qualification senior level experience, preferably, in Higher Education.
- have high-level analytical skills, business sense and a deep understanding/appreciation of strategic as well as operational issues/challenges in top-level University management and administration.
- have served or must be serving as Deputy Registrar or Deputy Director (with relevant experience in university administration) or analogous grade in a university or analogous institution.

MODE OF APPLICATION

Applicants should include **Cover Letters** (indicating the position applied), **Current Curriculum Vitae, Copies of Certificates and Contact details of three (3) Referees.**

These may be personally delivered or sent through Registered Mail to:

The Registrar
Takoradi Technical University
P. O. Box 256
Takoradi – Ghana

OR EMAIL TO: vacancy@ttu.edu.gh

Deadline for submission **25th January, 2021**