



# BOLGATANGA TECHNICAL UNIVERSITY

## JOB VACANCIES

### ABOUT THE UNIVERSITY

The Bolgatanga Technical University is a public tertiary education institution established by the Technical Universities Act, 2016 (Act 922), as amended. The University was established to provide higher education in engineering, science and technology-based disciplines, technical and vocational education and training (TVET), and applied arts and related disciplines. The niche area of the University is Ecological Agriculture.

The University has its campus located in Sumbrungu near Bolgatanga, the capital of the Upper East Region of Ghana. The vision of the University is “To become the preferred technical university with innovative academic programmes producing graduates equipped with new technological skills for sustainable development.” The University is an equal opportunity institution and runs programmes that challenge learners to be creative, innovative, and morally responsible citizens. The University has a staff strength of three hundred and twenty (320), comprising faculty, senior administrative officers and other supporting staff. The student population of the University is about 3000, which includes both full-time and part-time students offering various academic and professional programmes.

The Governing Council of the University invites applications from suitably qualified persons who are goal-oriented and results-driven with proven leadership qualities for appointments into the underlisted positions:

### **JOB TITLE: REGISTRAR**

The Registrar is the head of the Registry of the University. He/She shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in his/her area of specialization. The Registrar shall assist the Vice Chancellor in the administration of the University. The Registrar is the Secretary to the Governing Council as well as all Statutory Committees; and shall perform any other functions provided for in the Harmonized Statutes. The Registrar shall be responsible to the Vice Chancellor in the discharge of administrative duties.

## **The Position/Job Description**

The Registrar shall:

- a) be in charge of all the administrative, secretarial and human resource management functions of the University which include but is not limited to the following:
  - human resource development and management;
  - administration and organization of admissions;
  - organization of examinations and publication of results;
  - organization of all official ceremonies including matriculation, congregation and convocation.
- b) be Secretary to the Council, Academic Board and all other Statutory Committees of the University
- c) be the Chief Operating Officer of the University, and shall be responsible for the day-to-day operations of the University under the Vice Chancellor, and in accordance with the policy directives of the Council
- d) keep custody of the University Seal and affix same to all documents of Council and the Academic Board
- e) keep custody of all legal documents of the University
- f) provide leadership to all Directorates, Departments, Sections and Units under the Registry
- g) perform any other functions that the Vice Chancellor and the Governing Council may assign to him/her from time to time.

## **Terms of Appointment**

- a) The Registrar shall hold office for an initial term of four (4) years. The appointment may be renewed, upon application, for another term of four (4) years only, provided no part of the renewed term enters the compulsory retirement age.
- b) The terms and conditions of the appointment shall be determined by the Governing Council of the University, consistent with the Technical Universities Act, 2016 (Act 922) as amended, the Statutes of Bolgatanga Technical University and the Harmonised Scheme of Service for Technical Universities in Ghana

## **Qualifications and Experience**

Applicant to the position must:

- a) have served as a Deputy Registrar or comparable grade in a university or analogous institution of comparable standards for at least a period of six (6) years.
- b) have a minimum of a Master's Degree, preferably in Administration and Management related areas
- c) be computer literate
- d) In addition, the 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; and
  - be able to work under pressure to meet deadlines.

## **How to Apply**

- a) The applicant should submit an application letter and a statement of not more than 4 pages (Time New Roman, font size 12 and 1.5 line spacing) outlining his/her vision for the University and strategies for implementation
- b) The applicant should attach a CV including names and addresses of 3 referees who can attest to the qualities of the applicant
- c) All applications should be addressed to the Chairman of the Search Committee
- d) Applications must be hand-delivered in a sealed envelope or by a courier, to the Registry of the University and signed for, and also be submitted using email to the address below:

**The Chairman**  
**Search Committee for Registrar**  
**C/O Office of the Director of HR**  
**Bolgatanga Technical University**  
**P. O. Box 767 Bolgatanga**  
**Email: [hr@bolgatu.edu.gh](mailto:hr@bolgatu.edu.gh)**  
**cc: [vc@bolgatu.edu.gh](mailto:vc@bolgatu.edu.gh)**

**Deadline for submission: Friday, 10th October, 2025 at exactly 5.00pm**