



## VACANCY ANNOUNCEMENT

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### Vacancy for Senior Level Administrative Position

The Kessben University College (KUC), invites applications from suitably qualified persons for the position of **Principal, Kumasi City Campus of KUC**, to take effect from **1<sup>st</sup> August 2025**.

**POSITION:** Principal, Kumasi City Campus of KUC

### KUMASI CITY CAMPUS OF KUC

*A semi-autonomous campus of the Kessben University College duly accredited by the Ghana Tertiary Education Commission (GTEC), the Kumasi City Campus is presently providing facilities for classes to weekend stream of students who are admitted in various degree programmes offered by KUC. Now necessary arrangements are in progress to expand the reach of the KUC by offering a wide range of Certificates/ Diploma/Degree programmes as regular, evening and during weekend streams.*

### DUTIES

- 1. The Principal is the academic and administrative head of the Kumasi City Campus and is required to provide administrative and academic direction and leadership for the Campus, as determined by the College Governing Council and Academic Board of the KUC.*
- 2. The Principal is responsible for providing leadership to the Campus and for maintaining and promoting the efficiency and good order per the policies and procedures prescribed by the Statutes of the KUC, or as may be determined by the College Governing Council and the Academic Board.*
- 3. The Principal is to ensure that the approved programmes and functions of the Campus are duly carried out.*
- 4. The Principal is also responsible for the general administration of the Campus in respect of human, financial and material resources within the general framework of the KUC policy.*

## **ELIGIBILITY/QUALIFICATIONS ETC.**

**The candidate must:**

1. Be of at least, the rank of Associate Professor.
2. Be capable of providing academic leadership especially in the area of teaching, research and extension in the relevant disciplines.
3. Provide evidence of managerial and administrative leadership and capacity to promote a reciprocal working environment in the College.
4. Demonstrate capacity to attract funding for research and development.
5. Have vision and drive to oversee the growth and development of the City Campus.

## **TENURE**

The Principal shall hold office for a period of two (2) years on terms and conditions recommended by the College Appointments and Promotions Committee and is eligible for re-appointment for a further term of up to two (2) years.

## **METHOD OF APPLICATION**

Applicants are required to submit the complete application together with supporting documents addressed to the Registrar, Kessben University College, through [vacancies@kc.edu.gh](mailto:vacancies@kc.edu.gh) (Electronic copy only). Hard copy applications will not be accepted.

**The application should be submitted as a single PDF file and should contain the following:**

- i. Completed application form for Senior Level Administrative Positions (KUC FORM SM) to be downloaded from the College website at [www.kc.edu.gh/](http://www.kc.edu.gh/).
- ii. An up-to-date Curriculum Vitae and copies of relevant academic and/or professional certificates. Additionally, as part of the application, applicants should submit the names, telephone and email details of two persons familiar with their professional competencies, and who are willing to provide references for the applicant.
- iii. A Vision statement of about 2,000 words indicating how the applicant intends to use the period in office to address relevant issues that will ensure that the KUC achieves its mission and vision.

- iv. Further information about the KUC may be found on the College website at [www.kc.edu.gh](http://www.kc.edu.gh).

## CLOSING DATE

Applications should reach the Registrar through [vacancies@kc.edu.gh](mailto:vacancies@kc.edu.gh) not later than the close of day on 15<sup>th</sup> June 2025.

## REGISTRAR

5<sup>th</sup> May 2025