



VACANCY ANNOUNCEMENT

Vacancy for Facilitator and Headship

The Kessben University College (KUC), invites applications from suitably qualified persons for the position of Facilitator in the *Department of Vocational & Technical Education*, School of Social Sciences and Humanities.

POSITION: Facilitator/Head of Department

DUTIES:

- *To teach certificate courses in garment making accredited by the Commission for Technical and Vocational Education and Training (CTVET).*

ELIGIBILITY/ QUALIFICATIONS ETC.

- *Applicant must have recognized technical and vocational qualification in the field, plus relevant industry experience.*
- **A relevant technical/vocational certificate** (such as a National Certificate I or II, or advanced fashion certificate) from a recognized institution.
- A minimum of **two years of relevant work experience** in the garment-making industry is often required.
- For those working as master craft persons, you must be a recognized expert in the business of tailoring or dressmaking and possess the appropriate certification for operating a workspace.
- The applicant must have been trained as a **Competency-Based Training (CBT) Facilitator or Trainer**, which is the standard framework for TVET in Ghana.
- The facilitator must also have undergone training in **CBT assessment**.

METHOD OF APPLICATION

Applicants are required to submit the complete application together with supporting documents addressed to the Registrar, Kessben University University College, through 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/.*
- 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. Further information about the KUC may be found on the College website at www.kc.edu.gh.*

CLOSING DATE

Applications should reach the Registrar through vacancies@kc.edu.gh not later than the close of day on 20th February 2026.

REGISTRAR

26th January 2026