

DR. HILLA LIMANN TECHNICAL UNIVERSITY, WA



JOB VACANCIES

Dr. Hilla Limann Technical University is a public tertiary education institution established by the Technical Universities Act, 2016 (Act 922), as amended.

In line with the Act, Dr. Hilla Limann Technical University – Wa, provides tertiary education in the fields of Engineering, Manufacturing, Science and Technology, Technical/Vocational Education and Training (TVET), Applied Arts and Commerce. The University further provides opportunities for skills development, applied research and publication of research findings.

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

Category A:

JOB TITLE : DIRECTOR OF FINANCE

The Director of Finance is the Head of the Finance Office and shall be responsible, under the Vice Chancellor of the University.

The Position/Job Description

The Director of Finance shall be:

- a. the chief accounts officer of the University and the chief financial advisor to the Vice Chancellor

- b. responsible for the financial administration of the University in accordance with the Public Financial Management Act, 2016 (Act 921) and he/she shall exercise direct superintendence over all accounts staff.
- c. responsible for collecting all legitimate revenue due the University
- d. in control of expenditure in line with the University's objectives and budgets
- e. responsible for the preparation of the annual budget of the University for presentation to the appropriate governing body for approval and implementation
- f. responsible for ensuring that the financial statements of the University are drawn up in accordance with Technical University Act 2016, (Act 922), the Harmonised Statutes, applicable accounting standards and all other regulations approved by the University as well as all other relevant national laws and regulations
- g. responsible for the preparation of the annual operating budget of the University and shall present same through the Vice Chancellor to Council for approval,
- h. responsible for liaising with the appointed external auditors to get the University's financial statements audited
- i. required to perform any other official functions outlined in the University Statutes and or assigned by the Vice-Chancellor of the University

Terms of Appointment

- a. The Director of Finance shall hold office for an initial term of four (4) years before attaining the compulsory retiring age of SIXTY (60). The appointment may be renewed, upon application, for another term of four (4) years only and after evaluation of performance by the University Council.
- b. .
- c. 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 Dr. Hilla Limann Technical University and the Harmonised Scheme of Service for Technical Universities in Ghana.

Qualifications and Experience

- a. Applicant must have both professional and at least relevant Masters' degree i

n the relevant field

- b. Must be a Member of a recognized professional Accountancy/Auditing body (ICA/ACCA/CIMA/CA/CPA, etc)
- c. He/She must have served at a rank not below Deputy Director of Finance/Deputy Internal Auditor in a University or comparable grade in a similar institution/organisation for at least six (6) years. OR

Must have a minimum of 15 years post-qualification experience in a highly reputable and recognized practicing Auditing/Accounting Firm, industry, commerce and /or public service.

d. Applicant must be computer literate and be conversant with accounting software applications

e. In addition, 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
- ⌘ possess strong IT skills and be familiar with current accounting software
- ⌘ be able to work under pressure to meet deadlines; and
- ⌘ possess proactive business and commercial flair.

JOB TITLE : DIRECTOR OF INTERNAL AUDIT

The Director of Internal Audit is a high level independent corporate executive with overall responsibility for the Internal Audit. He/she must be fully conversant with the risks, goals, policies, and processes of the University.

The Director of Internal Audit administratively reports to the Vice Chancellor. He / She shall submit internal audit reports to the Audit Committee of the University through the Vice Chancellor and copied to the Director-General of the Internal Audit Agency and the Auditor General.

In general, the Internal Auditor shall provide an independent, objective assurance and consulting services designed to add value and improve the University's operations. He/She shall help the University accomplish its objectives by bringing a systematic disciplined approach to evaluating and improving risk management, control, and governance processes.

The Position/Job Description

The Director of Internal Audit shall be responsible for:

- a. determining the reliability and adequacy of accounting,
- b. the financial and operational controls in the University;
- c. evaluating the procedures of the University to determine whether results are consistent with stated objectives and goals;
- d. monitoring reports and ensuring compliance with the relevant laws and regulations as well as established policies, plans and procedures;
- e. appraising the quality of performance of those carrying out assigned responsibilities;
- f. assessing the extent to which assets are accounted for and safeguarded against losses;
- g. ensuring that reliable records form the basis for the preparation of appropriate financial and other data provided for decision-making;
- h. drawing the Vice Chancellor's attention to deficiencies in the system, instances of duplicated functions, waste or other inefficiencies with recommendations for remedies where necessary;
- i. carrying out special reviews of accounting and internal control systems with the view to minimising weaknesses.
- j.* performing any other functions that is outlined in the University Statutes and assign to him/her from time to time by the Vice Chancellor and the Governing Council..

Terms of Appointment

- a.* The Director of Internal Audit shall hold office for an initial term of four (4) years before attaining the compulsory retiring age of SIXTY (60).. The appointment may be renewed, upon application, for another term of four (4) years only and after evaluation of performance by the University Council.
- b. The terms and conditions of the appointment shall be determined by the Governin

g Council consistent with the Technical Universities Act, 2016 (Act 922) as amended, the Statutes of Dr. Hilla Limann Technical University and the Harmonised Scheme of Service for Technical Universities in Ghana

Qualifications and Experience

- a. Applicant must have both professional and ***at least relevant*** Masters' degree.
- b. Must be a Member of a recognized professional Accountancy/Auditing body (ICA/ACCA/CIMA/CA/CPA, etc)
- c. He/She must have served as a Deputy Internal Auditor in a University or comparable grade in a similar institution/organisation for at least six (6) years.

OR

Must have a minimum of 10 years post-qualification experience in a highly reputable and recognized practicing Auditing Firm, industry, commerce and /or public service.

- d. Applicant must be computer literate and be conversant with accounting/auditing software applications
- e. In addition, 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
 - possess strong IT skills and be familiar with current accounting/auditing software
 - be able to work under pressure to meet deadlines; and
 - possess proactive business and commercial flair.

JOB TITLE: DIRECTOR OF WORKS AND PHYSICAL DEVELOPMENT

The Director of Works and Physical Development is responsible to the Vice Chancellor of the University.

The Position/Job Description

The Director of Works and Physical Development is the head of Development Office and responsible for the overall development and maintenance of the physical environment of the University and the provision of essential services in an efficient and effective manner and shall perform the following functions:

- a. Supervise the works and contracts including the production of all architectural and engineering designs, drawings and bills of quantities for all University construction projects
- b. supervise and certify all University construction works and contracts to ensure that construction and works are in consonance with prevailing industry standards and specifications.
- c. oversee the management of construction contracts with the view to ensuring compliance and due delivery of projects
- d. advise on the procurement of consultancy services relating to the provision of technical advice on construction in compliance with national laws and regulations
- e. responsible for the supervision of construction, management and maintenance of the buildings, roads, drains, parks and gardens of the University.
- f. in consultation with relevant departments and units of the University, advise on the management and control of land and land use of the University
- g. advise the Vice Chancellor and the University Council on matters relating to land and development.
- h. perform any other functions as outlined in the University Statutes and or assign to him/her from time to time by the Vice-Chancellor and the Governing Council

Terms of Appointment

- a. The Director of Works and Physical Development shall hold office for an initial term of four (4) years before attaining the compulsory retiring age of SIXTY (60).
- b.** The appointment may be renewed, upon application by the Director for a further term of up to four (4) years only and after evaluation of performance by the University Council.
- c. The terms and conditions of the appointment shall be determined by the Governing Council consistent with the Technical Universities Act, 2016 (Act 922) as amended, t

Qualification and Experience

- a. Applicant must have a minimum of Masters' Degree in the Built- Environment or relevant area of study PLUS relevant Professional Qualification
- b. Applicant must be a member of good standing of a recognised professional body
- c. Applicant must have served as Deputy Director of Works and Physical Development in a University OR comparable grade in a similar institution for at least six (6) years

OR

Must have a minimum of 10 years post-qualification experience in a highly reputable and recognized practicing Project Management, Construction Firm, industry, commerce and /or public service.

- d. Be computer literate
- e. Applicant must have handled and completed projects of considerably high magnitude and value within the built environment
- f. Applicant must have proven leadership and managerial capabilities to lead and co-ordinate staff and activity
- g.** Applicant must be a team leader with excellent interpersonal and communication skills.

JOB TITLE : UNIVERSITY LIBRARIAN

The University Librarian shall be the professional and administrative head of the University Library and responsible to the Vice Chancellor in the management of the Library Department. He/She shall provide leadership in advancing the University's teaching, research and innovation mission th

rough a clear vision of the library's role, comprehensive strategic planning, incorporating emerging technology, sound fiscal management and engagement of all members of the University community.

The University Librarian shall be required to show high qualities of sound judgment, initiative, resourcefulness, precision and professionalism in their area of specialization.

The Position/Job Description

The Librarian is the head of the University Library and shall be responsible for:

- a. Drawing up and monitoring the implementation of University Library Strategic Plan;
- b. Directing and coordinating the components of the library i.e. staff, services, collections and external relations;
- c. Establishing and maintaining procedures, policies and systems that make for efficient library operation;
- d. Planning, organizing, coordinating and measuring the work activities of all library personnel;
- e. Representing the library in Administration and Committees of the University;
- f. Collaboration with the relevant and appropriate institutional libraries and organizations within and outside the country in order to keep up with development trends and attain exposure to developed systems; and
- g. Performing any other duties that may be assigned from time to time by the Vice Chancellor

Terms of Appointment:

The Librarian shall hold office for an initial term of four (4) years before attaining the compulsory retiring age of SIXTY (60).

- a. The appointment may be renewed, upon application by the Librarian, for another term of four (4) years only.
- b. The appointment may be renewed, upon application by the Director for a further term of up to four (4) years only and after evaluation of performance by the University Council.
- c. 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 Dr. Hilla Limann Technical University and the Harmonised Scheme of Service for Technical Universities in Ghana.

Qualification and Experience

The Librarian must

- a. possess a minimum of a research postgraduate degree in library or information science and related studies. A PhD in Library Science or Studies is preferable
- b. must have served as a Deputy Librarian in a University or comparable grade in a similar institution/organisation for at least six (6) years
- c. have a minimum of 15 – 20 cumulative publications
- d. be a scholar and a member of a professional body in librarianship/information science.
- e. be computer literate and conversant with library software.

How to Apply

- a. 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 Library and strategies for implementation
- b. Applicant should attach CV including names and addresses of three (3) referees who can attest to the qualities of the applicant
- c. All applications should be addressed to the Chairperson of the Search Committee
- d. Applications must be hand-delivered in a sealed envelope or under Registered Cover 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

C/o Office of the Director, Human Resource

Dr. Hilla Limann Technical University

P.O. Box 553

Wa

Email: searchcommittee@dhtu.edu.gh

Deadline for submission: 26th July, 2024.

Category B:

TEACHING STAFF:

Categories and Qualifications

PROFESSORS/ASSOCIATE PROFESSORS: Applicants must have a terminal degree (PhD) in a relevant subject area and must have also attained the position of Professor or Associate Professor from a recognized tertiary institution at the time of application.

SENIOR LECTURERS: Applicants must have a terminal degree (PhD) in a relevant subject area and must have also attained the position of a Senior Lecturer from a recognized tertiary institution at the time of application.

LECTURERS: Applicants must have a terminal degree (PhD) in a relevant subject area. Post qualification experience in a Lecturer's grade from a recognized tertiary institution will be an added advantage.

ASSISTANT LECTURER

Applicants must hold a research Masters' degree in a relevant subject area awarded by a recognized institution at the time of application.

Areas of Specialization

Applicants for the teaching category must tailor their applications to the following specific subject areas:

Areas of Specialization:

- Transportation/ Highway Engineering
- Automobile Engineering
- Cyber Security
- Hospitality Management (Tourism)
- Accounting
- Finance
- Procurement, Logistics and Supply Chain
- Communication Design
- Fashion Design

Category C:

NON-TEACHING STAFF:

JOB TITLE – ASSISTANT REGISTRAR

Staff in this grade shall be required to show high qualities of sound judgement, initiative, resourcefulness, precision and professionalism in their area of specialization. The Assistant Registrar shall assist the Registrar in all administrative, secretarial and human resource development and management matters of the University

Qualification and Experience

Applicant must hold at least a Research Masters' degree preferably in Administration and Management related area. Applicant must have a minimum of two (2) year post qualification experience as Junior Assistant Registrar in a University or comparable grade in a similar institution.

How to Apply

- a. Applicant should download and complete an application Form by visiting the University website: <https://dhltu.edu.gh/> and also submit a copy via the email: dir.hr@dhltu.edu.gh and to the address below:

Registrar

Dr. Hilla Limann Technical University

Post Office Box 553

Wa – UW/R

Ghana

NOTE: Deadline for the submission of all applications is 26th July, 2024 and only shortlisted applicants will be contacted.