



KUMASI TECHNICAL UNIVERSITY (KsTU)

JOB VACANCY: APPOINTMENT OF REGISTRAR

THE UNIVERSITY

Kumasi Technical University (KsTU) is a public tertiary institution established under the provisions of the Technical Universities Act, 2016 (Act 922), as amended. In accordance with the Act, KsTU is mandated to provide tertiary education in the areas of Engineering, Applied Sciences, Applied Arts, Technology-Based disciplines, as well as Technical and Vocational Training. The University operates on two (2) campuses located at Asem (Main Campus) and Adako-Jachie. The Governing Council of KsTU, through its Search Committee for the Appointment of Registrar, hereby invites applications from suitably qualified and experienced persons for appointment to the position of **REGISTRAR** of the University, which will become vacant on **1st September 2026**.

THE POSITION

The Registrar is the Chief Administrative Officer of the University and is responsible for the day-to-day administration of the University under the Vice-Chancellor. He/She is the Secretary to the Governing Council as well as all Statutory Committees, and any other functions provided for in the Statutes of the University. The Registrar shall be responsible to the Vice-Chancellor in the discharge of his/her administrative duties. He/She shall be required to show high qualities of sound judgement, initiative, resourcefulness, precision and professionalism.

QUALIFICATION AND EXPERIENCE REQUIRED

The applicant must:

- Have a minimum of a Masters degree, preferably in Administration and Management-related area.
- Have served as a Deputy Registrar in a University or comparable grade in a similar institution or organisation for at least six (6) years. Applicants must attach a copy of their last promotion/appointment letter.
- Be computer literate.
- Have a strong intellect with excellent managerial, communication and interpersonal skills.
- Have a deep appreciation of the academic working environment of Kumasi Technical University.
- Be principled with a strong and proven sense of public morality and

integrity.

- Have an understanding of the tertiary education environment, particularly local higher education policies and practices.
- Have considerable experience in dealing with a wide variety of internal and external publics of the University.
- Have proven emotional stability.

TERMS OF APPOINTMENT

The Registrar shall hold office for a term of four (4) years and is eligible for another term only, and on the conditions specified in the Letter of appointment of a Registrar as stated in the statutes of the University. The salary and Conditions of Service attached to the position are very attractive.

HOW TO APPLY

- a) Interested applicants should submit eight (8) copies of their application package, which includes the following:
 - i) An Application Letter and A Statement of not more than 5 pages (Times New Roman, Font Size 12, and 1.5 Line Spacing) outlining his/her vision for the University and strategies for implementation.
 - ii) A CV including the names and addresses of 3 referees who can attest to the qualities of the applicant.
- b) Applications must be hand-delivered in a sealed envelope to the Registrar or sent by registered mail to the address below, not later than **Friday, 8th May 2026**.

The Chairman
Search Committee for the Appointment of Registrar
C/o Office of the Registrar
Kumasi Technical University
P. O. Box 854
Kumasi

PLEASE NOTE: It is the duty of the applicant to ensure that the application reaches the designated address before the close of work on the deadline indicated above; and softcopies of same sent to **registrar.search@kstu.edu.gh**.

Applicants should also request three (3) referees to submit reports on them directly to the Search Committee via **registrar.search@kstu.edu.gh** by the stated deadline.