

**GHANA INSTITUTE OF MANAGEMENT AND PUBLIC ADMINISTRATION
(GIMPA)**

(Excellence in Leadership, Management and Administration)



VACANCIES AT GIMPA

DEAN OF SCHOOL OF RESEARCH AND GRADUATE STUDIES

DEAN OF SCHOOL OF TECHNOLOGY AND SOCIAL SCIENCES

The Ghana Institute of Management and Public Administration (GIMPA), a world class center of excellence for training in leadership, management and administration, located at Greenhill, Achimota, invites applications from qualified and dynamic individuals to fill the following vacant positions:

1. Dean of School of Research and Graduate Studies
2. Dean of School of Technology and Social Sciences

THE POSITION OF DEAN

The Dean serves as the chief academic and administrative officer of the School. He/she is responsible for the academic leadership and general administration of the School in respect of human, financial and material resources of the School within the general framework of GIMPA's statutes and policies.

The successful candidate for each of the Schools advertised will help shape the future of the School in ways consistent with GIMPA's vision and strategic plan. It is expected that the newly appointed Dean will have a distinguished record of academic achievements and managerial competence.

The successful persons shall each hold office for a term of three (3) academic years and may be eligible for another term of up to three (3) years only.

REPORTING RELATIONSHIP

The successful candidates shall report to the Rector through the Deputy Rector.

RESPONSIBILITIES

1. Provide leadership and guidance in maintaining and enhancing the rigor of research, scholarship, and other activities of faculty;
2. Foster academic excellence in established courses and programmes, exploring innovative approaches to teaching, and enhancing the educational experience of students at the School;
3. Enthusiastically solicit and secure financial support for the School from both public and private sources within the country and abroad;
4. Ensure that all standards of accreditation are met by the School;
5. Make recommendations to the Academic Board for the development of new programmes and refinement of existing programmes at the School;
6. Establish partnership with national and international institutions;
7. Take strategic advantage of the satellite campuses in the delivery of demand-driven programmes and courses;
8. Provide leadership in the marketing of programmes and student recruitment;
9. Chair the School/Faculty Board;
10. Coordinate the work of the Departments within the School/Faculty/academic office; and
11. Perform any other incidental and related duties as directed by Management.

THE PERSON

The successful candidate should have the following qualifications, traits, and competencies:

1. Preferably be of Professorial/Principal Lecturer rank but not below the rank of Senior Lecturer;
2. A distinguished scholar
3. Be capable of providing academic leadership to the School;
4. Proven competencies and experience in leading and managing an academic unit;
5. Demonstrable experience in the running and management of educational programmes or in top industry and public service;
6. Strong commitment to academic excellence;
7. Expertise in international accreditation systems;

8. Ability to develop external relations;
9. Proven track record of innovative and effective leadership in higher education;
10. Ability to take initiatives leading to innovations and the development of new educational programmes;
11. Strong communication and presentation skills;
12. Experience at top management in a university context will be an added advantage;
13. Ability to serve a full-term of three (3) years before attaining statutory retirement age of sixty (60) years.

How to apply

Applications with current CV/resume, cover letter, vision statement (not more than four (4) pages (Times New Roman size 12 and 1.5 line spacing) outlining vision and strategies for implementation), copies of transcripts and certificates should be e-mailed to recruitment@gimpa.edu.gh by **Friday, April 12, 2024**.

Prospective applicants should also arrange for letters of recommendation to be e-mailed directly from three (3) referees to the above e-mail address.

Only shortlisted applicants will be contacted.