

**GHANA INSTITUTE OF MANAGEMENT AND PUBLIC
ADMINISTRATION(GIMPA)**
(Excellence in Leadership, Management and Administration)

VACANCY FOR THE POST OF DEPUTY RECTOR

The Governing Council of the Ghana Institute of Management and Public Administration (GIMPA) hereby announces that the post of Deputy Rector of the Institute will become vacant from 1st September 2024. A qualified academic is, therefore, being sought to occupy the office per Statute 13 of the GIMPA Statutes 2020. The appointment will be for a fixed term of three (3) academic years only without an option for a renewal.

REPORTING LINE

The Deputy Rector shall be responsible to the Rector in implementing both administrative and academic policies and strategies of the Institute. The successful candidate will help shape the future of the Institute in ways consistent with GIMPA's vision and strategic plan.

FUNCTIONS OF THE DEPUTY RECTOR

The Deputy Rector shall:

- i. act in the absence of the Rector, carry out such academic and administrative duties as the Council shall determine;
- ii. assist the Rector, Academic Board, and the Executive Committee in providing leadership and direction concerning academic operations in the areas of academic planning, programme development, student affairs, library, and academic registry;
- iii. advise the Rector on all matters pertaining to academic management, quality control and assurance, and research;

- iv. provide leadership in developing and implementing the Institute's strategic plan;
- v. enhance trust and collegiality among faculty;
- vi. lead efforts that focus on student and faculty successes;
- vii. assess performance of Deans;
- viii. work closely with GIMPA Training and Consulting to ensure the effective development of training programmes and delivery of services;
- ix. work alongside the Schools to achieve academic excellence;
- x. provide leadership in the accreditation of the Institute's programmes; and
- xi. provide leadership and guidance to faculty.

THE PERSON

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

- be of Professorial status;
- be able to serve a full term before the attainment of the statutory retirement age for employees in the public services of Ghana;
- has considerable managerial and administrative experience; and
- has considerable research experience.

TERMS OF APPOINTMENT

To be determined by Council consistent with the Institute's Act and Statutes.

The successful applicant will receive salary applicable to his or her rank as per the Institute's salary scale prevailing. Fringe benefits attached to the post are very attractive.

HOW TO APPLY

Interested persons should submit an application letter to which should be attached the following:

- a current Curriculum Vitae/Resume including names and addresses of three (3) referees two (2) of whom must be from the current place of employment
- a short vision statement of not more than four (4) pages (Times New Roman size 12 and 1.5 line spacing)
- Application package must be submitted using **registered mail or courier to reach the address below not later than FRIDAY, 28TH JUNE 2024**
- Applicants should also arrange for letters of recommendation to be e-mailed directly from the three (3) referees listed in their CVs to the below email address

**THE SECRETARY OF THE INSTITUTE
OFFICE OF THE SECRETARY OF THE INSTITUTE
GHANA INSTITUTE OF MANAGEMENT AND PUBLIC
ADMINISTRATION
P. O. BOX AH50
ACCRA**

OR

Personally, deliver to the Office of the Secretary of the Institute.

Additionally, an electronic version of the application package should be forwarded to

gimpadrsearchcommittee@gimpa.edu.gh

PLEASE NOTE THAT IT IS THE RESPONSIBILITY OF THE APPLICANT TO ENSURE THAT THE APPLICATION REACHES THE ADDRESSES PROVIDED BY THE DUE DATE.

ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED