



UNIVERSITY OF ENERGY AND NATURAL RESOURCES (UENR), SUNYANI-GHANA

OFFICE OF THE REGISTRAR

ADMINISTRATIVE AND PROFESSIONAL STAFF VACANCIES

The University of Energy and Natural Resources (UENR) was established by an Act of Parliament, 2011, (Act 830). The University is a public funded national institution which seeks to provide leadership and management of energy and natural resources and be a centre of excellence in these critical areas. The University approaches its programmes and research by emphasizing interdisciplinary collaboration and taking into account areas such as economics, law and policy, management, science, technology and engineering as well as social and political issues that affect energy and natural resources. The University of Energy and Natural Resources operates a multi-campus system, currently in Sunyani and Dormaa Ahenkro; plans are underway to start the Nsoatre and Kenyase campuses. Successful applicants of any of the following positions in the University should be willing to reside in any of these locations.

WORKS AND PHYSICAL DEVELOPMENT DIRECTORATE

- A. **Senior Architect**
- B. **Senior Structural Engineer**
- C. **Senior Quantity Surveyor**

An applicant seeking appointment to the position of Senior Architect/Engineer/Quantity Surveyor/ must:

- i. possess a master's degree in the relevant field, preferably in Architecture, Building Technology, Civil Engineering or related fields.
- ii. be a member of a relevant professional body, preferably any of the following:
 - a. Ghana Institute of Architects (GIA) and Architects Registration Council (ARC)
 - b. Ghana Institution of Engineering (GhIE)
 - c. Ghana Institution of Surveyors (GhIS)
- iii. have a minimum of four (4) years of relevant post qualification experience in a university or an analogous institution as Architect/Engineer/Quantity Surveyor OR must have served in a relevant field in industry, commerce or public service for a minimum of six (6) years.
- iv. be of unblemished character and have a high degree of personal integrity, be circumspect and above reproach.
- v. have proved organisational and leadership skills.
- vi. possess excellent inter-personal and communication skills.
- vii. be a team player and have the capacity to manage crises.

Senior Project Manager

An applicant seeking appointment to the position of Senior Project Manager must:

- i. possess a master's degree in the relevant field, preferably in Civil Engineering or Construction Management or a related field.
- ii. be a member of a relevant professional body, like Project Management Institute (PMI)-US
- iii. have a minimum of four (4) years of relevant post qualification experience in a university or an analogous institution as Project Manager in Built Environment OR must have served in a relevant field in industry, commerce or public service for a minimum of six (6) years.
- iv. be of unblemished character and have a high degree of personal integrity.
- v. have proved organisational and leadership skills.
- vi. possess excellent inter-personal and communication skills.
- vii. be a team player and have the capacity to manage crises.

Maintenance Officer

The Maintenance Officer shall be responsible for the maintenance of all university buildings, roads, installations, electricity, water and sewerage and other university equipment and services.

An applicant seeking appointment to the position of Maintenance Officer must:

- i. possess a master's degree in the relevant field, preferably Engineering or Facilities Maintenance;
- ii. be a member of a relevant professional body;
- iii. have two (2) years of relevant post-qualification experience;
- iv. have practical experience in maintenance work in a university or an analogous institution.
- v. be of unblemished character and have a high degree of personal integrity.
- vi. have proved organisational and leadership skills.
- vii. possess excellent inter-personal and communication skills.
- viii. be a team player and have the capacity to manage crises.

SENIOR TECHNICIANS

- A. **Electricians**
- B. **Air-Conditioning Technicians**

Qualifications and Experience

An applicant for this position must:

- i. hold a bachelor's degree in Electrical and Electronic Engineering or other related fields awarded by a recognized university; or
- ii. be a confirmed technician with not less than 2 years of continues and satisfactory service as technician in a university; or
- iii. have at least 4 years of post qualification working experience in an analogous institution; or
- iv. have an HND/Tertiary Diploma in Electrical and Electronic Engineering
- v. be computer literate.

ARTISANS

- A. **Carpenters**
- B. **Masons**
- C. **Plumbers**
- D. **Painters**

Qualifications and Experience

Applicants must have served satisfactorily for a minimum of 3 years as Tradesman Grade I in a university or a similar organisation, and must:

- i. be a holder of the Intermediate Certificate of the City and Guilds of London Institute or its equivalent, with one-year work experience, or
- ii. possess the National Craftsman Certificate/National Vocational Training Institute (NVTI) Certificate, with a two-year work experience.

GROUND'S AND GARDENS OFFICER

Qualification and Experience

An applicant must possess a minimum of a master's degree in Horticulture or related fields from a reputable tertiary Institution with at least five (5) years of post qualification experience in Horticulture/Grounds Maintenance.

The Grounds and Gardens Officer shall coordinate landscaping efforts and related outdoor maintenance services, and shall report to the Works and Physical Development Director.

Key Responsibilities

The successful candidate shall:

- i. be responsible for the maintenance and landscaping of outdoor areas;
- ii. coordinate and supervise jobs and services such as care for plants, lawns, shrubs, trees and litter disposal;
- iii. create work schedule and prioritise jobs;
- iv. determine equipment required for jobs and submit cost estimates to the University Management through the Works and Physical Development Director;
- vi. liaise with other departments to perform grounds maintenance duties when necessary;
- vii. be responsible for the training of staff;
- viii. perform routine maintenance of equipment;
- ix. ensure safety of staff;
- x. perform any other duties as assigned from time to time.

An applicant seeking appointment to the position of Grounds and Gardens Officer must:

- i. have excellent supervisory skills;
- ii. be a team player;
- iii. be innovative;
- iv. be of unblemished character and have a high degree of personal integrity;
- v. have proved organisational and leadership skills;
- vii. possess excellent inter-personal and communication skills;
- viii. be a team player and have the capacity to manage crises.

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ADMINISTRATIVE AND PROFESSIONAL STAFF VACANCIES

PROCUREMENT DIRECTORATE

Procurement Officer (Goods and Services)

An applicant seeking appointment as Procurement Officer must:

- i. possess a master’s degree in Procurement, Purchasing and Supply or Logistics and Supply Chain Management;
- ii. be a member of a relevant professional body, preferably the Chartered Institute of Procurement and Supply (CIPS);
- iii. have a minimum of two (2) years of relevant post professional qualification experience as an Assistant Procurement Officer;
- iv. be of unblemished character and have a high degree of personal integrity;
- v. have proved organisational and leadership skills;
- vi. possess excellent inter-personal and communication skills, and be a team player and have the capacity to manage crises.

Procurement Officer (Works Procurement)

An applicant seeking appointment as Procurement Officer must:

- i. possess a bachelor’s degree in Building Technology/Construction Management;
- ii. possess a master’s degree in Procurement, Purchasing and Supply or Logistics and Supply Chain Management;
- iii. be a member of a relevant professional body, preferably the Chartered Institute of Procurement and Supply (CIPS);
- iii. have a minimum of two (2) years of relevant post qualification experience as Assistant Procurement Officer in Works Procurement (preparation of BOQ, tender documents, payment certificates, contract management etc.);
- iv. must be of unblemished character and have a high degree of personal integrity;
- v. must have proved organisational and leadership skills.
- vi. Must possess excellent inter-personal and communication skills, and be a team player and have the capacity to manage crises.

Senior Procurement Assistants

An applicant seeking appointment as Senior Procurement Assistants must:

- i. possess a bachelor’s degree in Procurement or Supply Chain Management;
- ii. have post qualification experience;
- iii. be of unblemished character and have a high degree of personal integrity;
- iv. possess excellent inter-personal and communication skills, and be a team player.

FINANCE DIRECTORATE

Accountants

An applicant seeking appointment as Accountant in the University must:

- i. possess a master’s degree in Accounting/Finance with a minimum of two (2) years of relevant post professional qualification experience or two (2) years as an Assistant Accountant at other recognised and accredited institution;
- ii. be a member of a recognised professional accounting body preferably any of the following:
 - a. Institute of Chartered Accountants (ICA)
 - b. Association of Chartered Certified Accountants (ACCA)
 - c. Chartered Institute of Management Accountants (CIMA).
- iii. be of unblemished character and have a high degree of personal integrity;
- iv. have proved organisational and leadership skills;
- v. possess excellent inter-personal and communication skills, and be a team player and have the capacity to manage crises.

Senior Accounting Assistants

An applicant seeking appointment as Senior Accounting Assistant must:

- i. possess a bachelor’s degree in Accounting, Business Administration (Accounting or Finance options);
- ii. have post qualification experience;
- iii. be of unblemished character and have a high degree of personal integrity;
- iv. have proved organisational and leadership skills;
- v. possess excellent inter-personal and communication skills, and be a team player.

TRANSPORT

Transport Engineer

The Transport Engineer of the University is responsible for the day-to-day running of the Transport Section of the University.

Responsibilities of the successful applicant include the following:

- i. Booking service order for operational vehicles at the University’s approved garages;
- ii. Ensuring roadworthiness for all operational vehicles at all times;

- iii. Conducting proficiency tests for newly recruited drivers at DVLA for Human Resource interviews;
- iv. Registering and transferring vehicle ownerships;
- v. Managing the University’s fleet of vehicles;
- vi. Following up on accidents of vehicle and vehicle insurance claims from the Commission’s Insurance Companies;
- vii. Keeping records of transport related files;
- viii. Monitoring and ensuring update validity of insurance covers for all operational vehicles;
- ix. Monitoring and tracking the movement(s) of operational vehicles;
- x. Training drivers on road safety and professionalism;
- xi. Coordinating the repairing and maintenance of all operational vehicles;
- xii. Coordinating vehicle arrangements for staff;
- xiii. Planning and coordinating vehicle movement schedules;
- xiv. Any assignment given by the Vice Chancellor;

Qualification and Experience

The applicant must possess a minimum of a master’s degree in Mechanical or Automobile Engineering or its equivalent. He/She must:

- i. be a member of the Ghana Institution of Engineering;
- ii. have a minimum of valid Ghanaian Driving License D;
- iii. have at least four (4) years of relevant post qualification experience;
- iv. have leadership and organizational skills;
- v. have monitoring and evaluation skills;
- vi. have communication, report writing and presentation skills;
- vii. have knowledge of vehicle maintenance;

Drivers

Driver Grade I

Qualifications and Experience

An applicant must have served satisfactorily as Driver Grade II for a minimum of 3 years in a university or a similar organisation. He/She must possess a valid Driving Licence F with at least 8 years of accident-free driving experience.

The applicant must possess at least a GCE 'O Level Certificate with 5 credits/SSSCE/WASSCE with 6 passes in subjects including English Language. He/She must be of unblemished character and have a high degree of personal integrity, must have organisational and leadership skills, and possess excellent inter-personal and communication skills, and be a team player.

UNIVERSITY HEALTH SERVICES

Pharmacist

An applicant seeking appointment as Pharmacist must:

- i. be a qualified Pharmacist registered with the Pharmacy Council or have an equivalent professional qualification;
- ii. be in good standing;
- iii. have five (5) years of post qualification experience as Pharmacist;
- iv. must be of unblemished character and have a high degree of personal integrity;
- v. must have proved organisational and leadership skills;
- vi. must possess excellent inter-personal and communication skills, and be a team player and have the capacity to manage crises.

Medical Officer

An applicant seeking appointment as Medical Officer must:

- i. be a qualified Medical Officer registered with the Ghana Medical and Dental Council or have an equivalent professional qualification;
- ii. be in good standing;
- iii. have two (2) years of post qualification experience as Medical Officer;
- iv. must be of unblemished character and have a high degree of personal integrity;
- v. must have proved organisational and leadership skills;
- vi. must possess excellent inter-personal and communication skills, and be a team player and have the capacity to manage crises.

Medical/Physician Assistant

An applicant seeking appointment as Medical/Physician Assistant must:

- i. be a qualified Medical Assistant registered with the Ghana Medical and Dental Council or have an equivalent professional qualification;
- ii. be in good standing;
- iii. have four (4) years of post qualification experience;
- iv. must be of unblemished character and have a high degree of personal integrity;
- v. must have proved organisational and leadership skills;
- vi. must possess excellent inter-personal and communication skills, and be a team player and have the capacity to manage crises.

ADMINISTRATIVE AND PROFESSIONAL STAFF VACANCIES

Senior Nursing Officer

Qualification and Experience

An applicant must hold a minimum of Diploma in Nursing from a recognised and accredited health training institution. The Senior Nursing Officer must have served as a Nursing Officer for at least four (4) years, and have a valid practising licence by the Nurses and Midwifery Council, Ghana. The applicant must be of unblemished character and have a high degree of personal integrity, have proved organisational and leadership skills, and possess excellent inter-personal and communication skills, and must be a team player.

Principal Nursing Officer

Qualification and Experience

An applicant must hold a minimum of a bachelor’s degree in Nursing from a recognised and accredited institution, and must:

- i. be registered with the Nurses and Midwifery Council and be in standing;
- ii. have served as Senior Nursing Officer for at least five (5) years;
- iii. have a valid practising licence by the Nurses and Midwives Council, Ghana;
- vii. be of unblemished character and have a high degree of personal integrity;
- viii. have proved organisational and leadership skills;
- ix. must possess excellent inter-personal and communication skills, and be a team player and have the capacity to manage crises.

Medical Laboratory Technologist

An applicant must have a bachelor of science degree or its equivalent from a recognised and accredited institution, and must:

- i. have minimum of four (4) years of post qualification experience;
- ii. be registered with Allied Health Council and be in good standing;
- iii. be of unblemished character and have a high degree of personal integrity;
- iv. have proved organisational and leadership skills;
- v. must possess excellent inter-personal and communication skills, and be a team player and have the capacity to manage crises.

TECHNICAL SERVICES FOR TEACHING LABORATORIES

Chief Technician/Instructor

Qualifications and Experience

An applicant must possess a bachelor’s degree awarded by a recognised university in the appropriate subject with at least 9 years of post qualification experience in a university or similar institution.

Besides, an applicant with an HND in the relevant field with at least 14 years of working experience, or Part III of the Science Laboratory Technician Certificate of the city and Guilds of London Institute with at least 4 years post-qualification experience qualifies.

The applicant must be computer literate and of unblemished character and have a high degree of personal integrity. He/She must have proved organisational and leadership skills, possess excellent inter-personal and communication skills, and be a team player.

Senior Technician/ Instructor

Qualifications and Experience

An applicant must possess a bachelor’s degree in the relevant subject from a recognised a university with not less than four (4) years of work experience in a university or an analogous institution.

Besides, an applicant with Part III of the Science Laboratory Technician Certificate of the City and Guilds of London Institute, or an HND in the appropriate subject with a minimum of at least 6 years work experience qualifies.

The applicant must be computer literate and of unblemished character and have a high degree of personal integrity, must have proved organisational and leadership skills, possess excellent inter-personal and communication skills, and be a team player.

LIBRARY

Senior Library Assistants

Qualification and Experience

Applicants must possess a bachelor’s degree in Information Studies or Library/Archives Studies awarded by a recognised university. Besides, an applicant must:

- i. have at least 1 or 2 years of relevant work experience;
- ii. be computer literate;
- iii. be of unblemished character and have a high degree of personal integrity;
- iv. possess excellent inter-personal and communication skills, and be a team player.

Library Assistants

Qualifications and Experience

Applicants must possess a Diploma in Information Studies or Library/ Archives Studies awarded by a recognised university. Besides, an applicant must:

- i. have at least 1 or 2 years of relevant work experience;
- ii. be computer literate;
- iii. be of unblemished character and have a high degree of personal integrity;
- iv. possess excellent inter-personal and communication skills, and be a team player.

SECURITY SERVICES

Head of Security Services

The applicant must be a Security Officer not below the rank of an Assistant Commissioner of Police or its equivalent in the Ghana Armed Forces or analogous Security Organisations.

The applicant must be:

- i. duty conscious and have the capacity to manage crises;
- ii. sober with maturity and drive for sound and impartial judgement;
- iii. a good communicator with good inter-personal skills;
- iv. a member of International Association of Campus Law Enforcement Administrators (IACLEA);
- v. of unblemished character and have a high degree of personal integrity;
- vi. have proved organisational and leadership skills;
- vii. possess excellent inter-personal and communication skills, and be a team player and have the capacity to manage crises.

The successful applicant shall be the Head of the University’s Security Services; and shall be responsible for:

- i. Implementing strategic security plans of the University;
- ii. Supervising the Security Services and ensuring the security and safety of life and property on campus;
- iii. Investigating and intelligence gathering;
- iv. Liaising with the appropriate offices of the University, the Police and other Security Agencies on matters bordering on the security of the University;
- v. Performing other duties that may be assigned from time to time.

Security Guards

Guards Grade I

Qualification and Experience

The applicant must possess GCE 'O Level with 5 credits/SSSCE/WASSCE with 6 passes in subjects, including English Language, and must:

- i. serve satisfactorily as a Guard Grade II for a minimum of 3 years in a university or a similar Institution; or
- ii. attain the rank of Corporal in the Police Service or its equivalent status in the Armed Forces or any other security agencies with a clean employment record; or
- iii. a minimum of 5 years of working experience with a recognised private security organisation;
- iv. submit a police report.

Senior Guards

Qualification and Experience

The applicant must possess GCE 'O Level with 5 credits/SSSCE/WASSCE with 6 passes in subjects, including English Language, and must:

- i. serve satisfactorily as Guard Grade I for a minimum of 3 years in a university or similar institution; or
- ii. attain the rank of Sergeant in the Police Service or its equivalence in the Armed Forces (e.g. Sergeant) or any security agencies with a clean employment record;
- iii. submit a police report.

INFORMATION TECHNOLOGY DIRECTORATE

Director of Information Technology

Qualifications and Experience

The applicant must possess a good first degree and a master’s degree in Computer Science/Information Systems/Engineering or any related field. He/She must:

- i. have a satisfactory performance as Deputy Director for a minimum of two (2) years of working experience in a university or an analogous institution; OR
- ii. have a minimum of thirteen (13) years of progressive experience in management of information technology infrastructure and systems in the industry or public sector.
- iii. be of unblemished character and have a high degree of personal integrity;
- iv. have proved organisational and leadership skills;
- v. possess excellent inter-personal and communication skills, be a team player and have the capacity to manage crises.
- vi. be a member of a recognised professional body in ICT or MIS.
- vii. have a professional certification in ITSM, PMP or any IT/IP certification.

IT Services and Academic Support Officers

- i. An applicant must possess a bachelor’s degree in Information Technology, Information System, Computer Science or related fields. He/She will be responsible for institutional technology management as well as IT service support for both faculty and the student community. The applicant should have experience in software (web applications), infrastructure (network and systems), telecommunications, databases, and storage systems. Working knowledge of all relevant coding languages and security protocols is an added advantage.

ADMINISTRATIVE AND PROFESSIONAL STAFF VACANCIES

- ii. An applicant must have any of the following professional certifications: (Microsoft Certified System Engineer (MCSE), Unix and internet administration and/or VM Certified Professional, Professional certification in ITSM and PMP.
- iii. An applicant must have experience in managing an IT network and systems within any organization or an institution of higher learning.
- iv. The applicant must have a strong interpersonal, communication and leadership skills; ability to manage and prioritise task and projects; be of unblemished character and have a high degree of personal integrity; have proved organisational and leadership skills; and possess excellent inter-personal and communication skills, and be a team player and have the capacity to manage crises.

REGISTRAR'S OFFICES

Junior Assistant Registrar (University Relations Office)

Qualifications and Experience

An applicant seeking appointment to the grade of Junior Assistant Registrar must:

- i. possess a master's degree in public relations, communication and any other relevant field;
- ii. be a member of a professional body, preferably Institute of Public Relations (IPR), Ghana Journalist Association (GJA);
- iii. have relevant working experience;
- iv. be of unblemished character and have a high degree of personal integrity;
- v. have proved organisational and leadership skills;
- vi. possess excellent inter-personal and communication skills, and be a team player.

Junior Assistant Registrars

Qualification and Experience

An applicant seeking appointment to the grade of Junior Assistant Registrar must:

- i. possess a master's degree in Business Administration, Public Administration, Human Resource Management, Social Sciences and other related fields;
- ii. be computer literate;
- iii. have relevant working experience;
- iv. be of unblemished character and have a high degree of personal integrity;
- v. have proved organisational and leadership skills;
- vi. possess excellent inter-personal and communication skills, and be a team player.

Assistant Registrar (Legal Office)

An applicant seeking appointment as Assistant Registrar must:

- i. possess a minimum of LLB and BL Professional Qualification from the Ghana School of Law or any recognised law school;
- ii. be a member of the Ghana Bar Association;
- iii. have a minimum of five (5) years of post qualification working experience at the Bar;
- iv. produce a documentation of work done as a practicing lawyer for the past five years.

An applicant with a master's degree in a related field has an added advantage.

Junior Assistant Registrar (Legal Office)

An applicant seeking appointment as Assistant Registrar must:

- i. possess a minimum of LLB and BL Professional Qualification from the Ghana School of Law or any recognised law school;
- ii. be a member of the Ghana Bar Association;
- iii. have a minimum of three (3) years of post qualification working experience at the Bar;
- iv. produce a documentation on work done as a practicing lawyer for the past three years.

An applicant with a master's degree in a related field has an added advantage.

Senior Administrative Assistants

Qualification and Experience

An applicant for this position must:

- i. hold a bachelor's degree in Business Administration, Public Administration, Human Resource Management, Social Sciences and other related fields awarded by a recognized university;
- ii. be computer literate;
- iii. possess excellent inter-personal and communication skills, and be a team player.

Web Designer/Graphic Designer (University Relations Office)

Qualifications and Experience

An applicant for any of these positions must possess a relevant first degree/HND/diploma in related fields. He/She must be proficient in graphic design software including Adobe Photoshop, Adobe Illustrator, and other visual design tools, in front-end development web programming languages such as HTML and CSS, JQuery, and JavaScript.

Comprehensive understanding of content management systems; search engine optimization principles, cross-browser compatibility issues, excellent visual design skills; up-to-date experience with international web protocols, standards, and technologies are key requirements for these positions.

Besides, an applicant must have sound understanding of layout, design, typography, digital and print requirements for formatting, interactive media to create motion graphics, animation, audio, or video games, and basic knowledge of HTML, and coding experience.

He/She must be creative and open to new ideas, adaptable and willing to learn new techniques, and possess excellent communication skills.

INTERNAL AUDIT DIRECTORATE

Senior Internal Audit Assistant

Qualification and Experience

An applicant seeking appointment as a Senior Internal Audit Assistant must:

- i. possess a bachelor's degree in Accounting or Finance;
- ii. have post qualification experience;
- iii. be of unblemished character and have a high degree of personal integrity;
- iv. have proved organisational and leadership skills;
- v. possess excellent inter-personal and communication skills, and be a team player.

THE UNIVERSITY FARM

Farm Manager

Qualification and Experience

An applicant minimum of a master's degree in crop science or animal science. A PhD in any of these fields will be an advantage. He/She must:

- i. have experience in running/managing a medium to large scale farms;
- ii. have experience in mechanize farming;
- iii. be computer literate;
- iv. have ability to operate the farm as a business;
- v. be self-motivated and ability to work independently and supervise others;
- vi. be of unblemished character and have a high degree of personal integrity;
- vii. have proven organizational and leadership skills;
- viii. possess excellent inter-personal and communication skills, be a team player.

Responsibilities

The successful applicant:

- i. takes charge of managing the activities of the University farm;
- ii. oversees all training and breeding activities on the farm, including the maintenance and monitoring of the quality of yield;
- iii. takes charge of planning and implementing farm programmes;
- iv. manages day-to-day activities of the farm;
- v. organises and oversees strict work schedule on the farm;
- vi. ensures that farm activities comply with international farming quality standards and regulations;
- vii. applies high-level health and safety standards across the farm estate;
- viii. maintains and submits monthly reports on activities;
- ix. takes charge of producing, processing, packaging and marketing of farm produce.

All applications should reach the **Registrar** not later than **FRIDAY, DECEMBER 11, 2020** through the following address:

The Registrar
University of Energy and Natural Resources
P. O. Box 214
Sunyani, Ghana

Only shortlisted applicants would be called for interviews.