



# ***ATEBUBU COLLEGE OF EDUCATION, ATEBUBU***

## **JOB VACANCIES (INTERNAL ONLY)**

The Council of Atebubu College of Education, Atebubu, in the Bono East Region announces that the following positions in the College:

- 1) Vice Principal
- 2) College Secretary
- 3) Finance Officer
- 4) Internal Auditor
- 5) Librarian

are vacant, and therefore invites suitably qualified applicants for consideration.

### **1. THE VICE PRINCIPAL**

#### **Duties:**

- The Vice Principal shall assist the Principal in the overall management, administration, academic and disciplinary issues of the College in accordance with the Colleges of Education Act 2012 (Act 847)
- Perform any functions assigned to him/her by the Principal of the College.
- Act in the absence of the Principal of the College, among others.

**Qualification and Experience:** Applicant must

- have a good character and a high degree of personal integrity.
- be a distinguished master teacher and scholar in teaching and learning.
- Possess research Master's degree, preferably a terminal degree.
- be at least a Principal Tutor in a College of Education.
- have at least five (5) years relevant experience in a Senior Management position with sound knowledge and understanding of the challenges facing the Colleges of Education in particular, and Tertiary Education in general.

- be able to complete at least one term of three (3) years before his/her 60<sup>th</sup> birthday.

### **2. THE COLLEGE SECRETARY**

**Responsibilities and Duties:** The College Secretary is the Head of the College Secretariat.

- He/She shall assist the Principal in the administration and management of the College.
- He/She is the Secretary to the College Council, all Committees of Council as well as Statutory Committees of the College.
- It shall be the responsibility of the Secretary to ensure the functioning of all Boards and Standing Committees of the College.
- The Office of the Secretary is in charge of all administrative, secretarial and personnel matters of the College.
- The Secretary shall be the Chief Administrative Officer of the College and is answerable to the Principal in the discharge of the duties of the Secretary to the College.

#### **Qualification and Experience:**

Applicant must hold a good first degree and a postgraduate degree preferably in Administration and Management related areas.

He/she must have served as a Deputy Secretary in a College of Education or comparable position in a similar institution/organization for at least four (4) years.

### **3. THE FINANCE OFFICER**

#### **Responsibilities and Duties**

The Finance Officer is the Chief Accounting Officer of the College and Chief Financial Advisor to the Principal.

- He/she has general responsibility for the administration of the financial affairs of the College that will ensure its financial health and he/she exercises direct supervision over all accounting officers.
- He/She is responsible for collecting all legitimate revenue due the College.
- The Finance Officer shall exercise control over expenditure in line with the College's objective and budgets.
- He/She has the duty of preparing the annual budget of the College for presentation to the appropriate governing body for approval and implementation.
- The Finance Officer is also responsible for ensuring that the financial statements of the College are drawn up in accordance with the law establishing the Colleges, the Statutes, applicable accounting standards and all other Regulations approved by the Colleges as well as all other national laws; and liaises with the appointed external auditors to get the College's financial statements audited.
- Periodically present the state of affairs of the finances of the College to the Council as required

#### **Qualification and Experience:**

Applicant must possess a Master's Degree in the relevant subject area and a professional qualification/membership

- He/She must have served as Deputy Finance Officer in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years.
- In addition, applicant must be analytical, critical, result oriented, innovative and visionary among others.
- Possess hands on ability to work independently.
- Be able to work under pressure to meet deadlines.
- Possess strong IT skills and familiarity with accounting software applications.

- Possess excellent communication, interpersonal and supervisory skills.
- He/She should be a member of a recognised professional accountancy body
- Be able to implement policies relating to accounting and financial control in the College
- Be a good team player

#### **4. THE INTERNAL AUDITOR**

**Responsibilities and Duties:** The Internal Auditor shall provide an independent, objective assurance and consulting services designed to add value and improve the College's operations. He/She will help the College accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve risk management, control, and governance processes. Other duties include:

- determining the reliability and adequacy of accounting, financial and operational controls in the College;
- evaluate the procedures of the College to determine whether results are consistent with stated objectives and goals;
- monitoring compliance with established policies, plan and procedures;
- appraising the quality of performance of those carrying out assigned responsibilities;
- assessing the extent to which assets are accounted for and safeguarded against losses;
- ensuring that reliable records form the basis for the preparation of appropriate financial and other data provided for decision-making;
- drawing the Principal's attention to deficiencies in the system, instances of duplicated functions, waste or other inefficiencies with recommendations for remedies where necessary;
- carrying out special reviews of accounting and internal control systems with the view to minimising weaknesses.

#### **Qualifications and Experience**

- Applicant must possess a Master's Degree in the relevant subject area and a professional qualification/membership
- Must be a member of a recognised accountancy professional association as well as a member of the Institute of Internal Auditors.

- He/She must have served as a Deputy Internal Auditor in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years.

## **THE COLLEGE LIBRARIAN**

### **Responsibilities and Duties**

The College Librarian provides leadership in advancing the College's teaching and research mission through a clear vision of the library's role, comprehensive strategic planning, incorporation of emerging technology, sound fiscal management and engagement of all members in the college community.

He/She has overall responsibility for library, research and information needs of the college community.

Specifically, the College Librarian's duties shall include:

- Drawing up and monitoring the implementation of College Library Strategic Plan;
- Directing and coordinating the components of the library i.e. staff, services, collections and external relations;
- Establishing and maintaining procedures, policies and systems that make for efficient library operation;
- Planning, organising, coordinating and measuring the work activities of all library personnel;
- Representing the library in contacts with Administration and Committees of the College; and
- Collaborating with the relevant and appropriate institutional libraries and organisations within and outside the country in order to keep up with development trends and attain exposure to developed systems.

### **Qualifications and Experience**

Applicant must possess postgraduate degree in a library and information related field.

Applicant must have served as Deputy Librarian in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years.

### **HOW TO APPLY**

Interested persons applying for any of the positions should attach the under listed to their application letters.

- Eight (8) copies of current Curriculum Vitae (CV)
- Eight (8) photocopies of all relevant Certificates (the original shall be inspected at the interview).
- Sealed letters of recommendation from two (2) referees.
- Eight (8) copies of a two-page type-written statement of your hopes and aspirations for the College and how you would help to achieve them.

All applications must reach the following address by **EMS** at or **before 5.00 p. m. on Friday, 14<sup>th</sup> APRIL 2023.**

**THE CHAIR OF SEARCH COMMITTEE OF  
ATEBUBU COLLEGE OF EDUCATION  
DEAN'S OFFICE  
FACULTY OF ELECTRICAL AND  
COMPUTER ENGINEERING  
KNUST  
PMB UPO  
KUMASI**

**Applicants should note that only shortlisted applicants will be contacted.**