

JOB VACANCIES



REGIONAL MARITIME UNIVERSITY, (RMU), ACCRA

Applications are invited from suitably qualified and interested nationals of the **Republics of Cameroon, The Gambia, Ghana, Liberia and Sierra Leone** to fill the following positions at the Regional Maritime University, Accra, Ghana:

- 1) **DEPUTY REGISTRAR – ADMINISTRATION**
- 2) **PROCUREMENT OFFICER**

POST: DEPUTY REGISTRAR – ADMINISTRATION

JOB PURPOSE:

To assist the University Registrar in the planning, maintenance and management of the administrative systems with optimum effectiveness of the University's resources and deputize for him whenever necessary

QUALIFICATIONS AND EXPERIENCE

Master's Degree from recognized University plus at least 10 years post qualification experience in higher education administrative setting, three (3) years of which should have been in senior management position. An experience in Human Resource Management will be an added advantage.

Candidate must not be more than **55 Years** at the time of applying for the job.

DUTIES

- Providing leadership in the management of the University
- Advising on general administrative matters
- Interpreting and applying university laws and other related rules, regulations and procedures including human resource management
- Shall serve as Secretary to Management Committee.
- Assume responsibility for organizing and running a division of University Administration.
- Ability to propose good policies and design good procedures
- Perform any other duties as may be assigned.

OTHER QUALITIES OR REQUIREMENTS

- High Integrity and confidentiality
- Very Good interpersonal relationship and effective in dealing with people and colleagues
- Ability to work under pressure and with minimum or no supervision
- Methodical with great attention to detail
- Team player
- Good ability to supervise staff
- Demonstrable leadership ability
- Strong Computer Literacy skills

POST: PROCUREMENT OFFICER

JOB PURPOSE:

To procure goods, works, services of the right specification, of the right quality, in the right quantity, at the right price from the right source and delivered at the right time at the right place to the University to facilitate the achievement of education, training, development, research and Innovation services of the highest international standards

QUALIFICATIONS AND EXPERIENCE

First degree or professional qualification in Purchasing/Procurement or Supply Chain Management with at least Seven (7) years working experience.

Membership of professional body is an advantage

Candidate must not be more than **55 Years** at the time of applying for the job.

DUTIES

- Prepare quarterly procurement plan
- Prepare bid/tender documents and launch invitation for tenders
- Serve as Secretary to the Tender Committee
- Prepare purchase order/contract agreements
- Prepare and update the suppliers' register
- Supervise staff in the Procurement Unit
- Respond to suppliers' complaints
- Prepare the budget for the unit
- Facilitate exemptions and clearance of goods.
- Participate in the review of contracts of service providers
- Perform any other duties assigned from time to time

OTHER QUALITIES OR REQUIREMENTS

- Good knowledge of the use of computer
- High sense of responsibility, integrity, accuracy and judgment
- A dependable character
- Conscientious, prudent and honest
- Ability to work under pressure and for long hours
- Must be fair and firm with good negotiation skills
- Good interpersonal and communication skills
- Very high sense of responsibility and initiative

SALARY: Salary attached to the posts is based on the RMU Integrated Salary Scale.

MODE OF APPLICATION:

All applications with copies of Certificates, Testimonials and Curriculum Vitae should be addressed to:

**THE UNIVERSITY REGISTRAR
REGIONAL MARITIME UNIVERSITY
POST OFFICE BOX GP 1115**

ACCRA – GHANA EMAIL: university.registrar@rmu.edu.gh OR hr@rmu.edu.gh

CLOSING DATE: Friday, 31st December, 2021.

PS: Only short-listed candidates will be contacted.