



# SIMON DIEDONG DOMBO UNIVERSITY OF BUSINESS AND INTEGRATED DEVELOPMENT STUDIES (SDD-UBIDS): WA

## OFFICE OF THE REGISTRAR STAFF VACANCIES

Simon Diedong Dombo University of Business and Integrated Development Studies (SDD-UBIDS), a Public Tertiary Education Institution established by an Act of Parliament SDD-UBIDS Act 2019 (Act 1001), located in the Upper West Regional Capital, Wa, Ghana, invites applications from suitably qualified persons to fill the following vacancies:

### POSITIONS:

#### A. DIRECTORATE OF FINANCE

##### 1. DEPUTY DIRECTOR OF FINANCE

**Qualification & Experience:** The applicant must:

- Be a member of ICAG and hold a Master's degree in Finance/Accounting or in a relevant field,
- Have served as a Senior Accountant in a University or comparable grade in a similar institution/organisation for at least six (6) years or from industry or public practice with at least ten (10) years managerial experience;
- Be computer literate and conversant with accounting software applications.

##### 2. SENIOR ACCOUNTANTS

**Qualification and Experience:** Applicant must:

- Be a member of ICAG and hold a minimum of a Master's degree in Finance/Accounting.
- Have served as Accountant in a University or comparable grade in a similar institution/organisation for at least (6) years.
- Be a computer literate and conversant with accounting software applications.

##### 3. ACCOUNTANT

**Qualification and Experience:** The applicant must:

- Be a member of ICAG and hold a minimum of Master's degree in the relevant field
- Have served as an Assistant Accountant in a University for two (2) years or comparable grade in similar institution/organization for at least six (6) years
- Be a computer literate and conversant with accounting software applications

##### 4. ASSISTANT ACCOUNTANTS

**Qualification:** Applicant must be a member of ICAG and hold a Master's degree in Accounting/Finance or in a relevant field.

##### 5. ACCOUNTING ASSISTANTS

**Qualification:** Bachelor's degree in Accounting or Commerce (Accounting option) or Higher National Diploma (Accountancy)

#### B. REGISTRY

##### 6. ASSISTANT REGISTRARS

**Qualification & Experience**

The applicant must:

- Hold a minimum of MPhil or a two-year research Master's Degree in the following areas: Human Resource Management, Business/Public Administration, Social Administration, Hospital Administration, Social Sciences, Educational Management, Educational Administration, Educational Planning and Administration, Development Management, Information Technology, Communication Studies, ICT, Statistics and other relevant areas;
- Have served satisfactorily for a minimum of (2) years in a University as a Junior Assistant Registrar or its equivalent in an analogous institution;
- Must have a minimum of (4) years postgraduate qualification work experience in industry or public service;
- Being a member of a recognised professional body is an advantage;
- Be computer literate.

##### 7. JUNIOR ASSISTANT REGISTRARS

**Qualification & Experience**

The applicant must:

- Hold a minimum of MPhil or a two-year research Master's Degree in the following areas: Human Resource Management, Business/Public Administration, Hospital Administration, Social Administration, Social Sciences, Educational Management, Educational Administration, Educational Planning and Administration, Development Management, Information Technology, Communication Studies, ICT, Statistics and other relevant areas;
- Have served satisfactorily for a minimum of (4) years in a University as a Chief or Principal Administrative Assistant or its equivalent in an analogous institution;
- Have a minimum of five (5) years relevant work experience in industry, commerce or public sector;
- Membership of a recognised professional body is an advantage; and
- Be computer literate.

##### 8. SENIOR ADMINISTRATIVE ASSISTANTS

**Qualification & Experience**

The applicant must:

- Hold a Bachelor's Degree in Administration, Management, Human Resource Management, Social Sciences or Commerce (Management option);
- Have at least two (2) years work experience in a University or an analogous institution;
- Have at least three (3) years work experience in industry or the public service;
- Be Computer literate.

#### C. DIRECTORATE OF ICT

##### 9. SENIOR ICT ASSISTANT

**Qualification and Experience:**

- Applicant must hold a Bachelor's Degree or its equivalent in Computer Science or Information Technology
- Applicant must have minimum of 2 (two) years' experience in a similar position.

**Duties:**

- Acting as focal point for all user related issues in conjunction with ICT equipment; responding to requests for assistance from users; logging calls in a database; maintaining accurate log entries of request with fault details; searching documentation and previous requests for assistance on related topics to find most effective solutions.
- Assisting staff and students in the area personally, by phone or via remote access software with technical and procedural computer problems related to the use of ICT equipment and software;

identifying problems and implementing or recommending solutions;

- Deploying and redeploying computer equipment for end-users in offices and meetings; carrying out necessary cabling and patching in wiring racks; recording location and movements of equipment;
- Following ICT standard operating procedures and standards, install computer hardware, taking care of IT deployment and performing upgrades and minor repairs of workstations, notebooks and printers;
- Installing or updating software on user workstations, checking the conformity of workstation configuration with the standard setup;
- Assisting and advising staff members in using all installed PC applications; preparing manuals for the office automation products in use;
- Support stable operation of the local network and make any necessary changes to it;
- Perform periodic quality tests of Office's Communications Systems (GSM, Satellite, Switchboards, Leased Lines, etc);
- Performing other related duties as required.

##### 10. PROGRAMME ANALYST

**Qualification and Experience:**

- Applicant must hold a Master's Degree or its equivalent in Computer Science, Software Engineering, MIS (Management Information System)
- Must have a minimum of (5) years' experience in similar position.

**Duties**

- Developer experience in C#, ASP.net, Java, JavaScript, JQuery, PHP, HTML, Android, IOS, Python, C++ etc.
- Database design or Administrative experience (Design, Implementation, Modification).
- Proficient in writing fine-tuned SQL queries, stored procedures (e.g, PL/SQL code) and working with data in relational databases like Oracle, SQL Server, MySQL etc.
- Identify requirements by establishing personal rapport with potential and actual clients and with other persons in a position to understand service requirement.
- Arrange project requirements in programming sequence by analysing requirements; preparing a work flow chart and diagram using knowledge of computer capabilities, subject matter, programming language, and logic.
- Keep equipment operational by calling for repairs; following manufacturer's instructions and establish procedures; evaluating new equipment.
- Programmes the computer by encoding project requirements in computer language; entering coded information into the computer.
- Confirm programme operation by conducting tests; modifying programme sequence and/or codes.
- Provide reference of use of prime and personal computers by writing and maintaining user documentation; maintaining a help desk
- Maintain computer systems and programming guidelines by writing and updating policies and procedures.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Protect operations by keeping information confidential.
- Contribute to team effort by accomplishing related results as needed.
- Develop and maintain applications and databases by evaluating client needs; analysing requirements; developing software systems.

##### 11. WEBMASTER

**Qualification and Experience:**

- Applicant must hold a Master's Degree or its equivalent in Computer Science, Software Engineering, MIS (Management Information System)
- Applicant must have a minimum of 5 (five) years' experience in a related or similar position.

**Duties:**

- Proficient in HTML, CSS and XML, with a working knowledge of JavaScript and SQL.
- Build functional Websites that are easy to use.
- Create a website style guide for cohesive design elements across all pages.
- Test websites using different devices, browsers, and operating systems.
- Update content on the website to keep pages fresh and intriguing.
- Review the site content and update with current SEO trends.
- Monitor, analyse, and report on all online traffic
- Analyse site performance.
- Ensure website and web server functionality and efficiency.
- Make sure hardware and software are functioning.
- Respond to user complaints quickly and appropriately.
- Manage access rights for users
- Maintain and configure virtual and cloud-base servers.
- Troubleshoot servers
- Setup firewalls
- Setup login pages.
- Optimise site loading speeds.
- Fix broken links and images.
- Meet with management and report regularly on current functionality and plan for future functionality
- Perform any necessary updates
- Minimise downtime
- Communicate with management on ways we can improve usability.
- Respond to user comments and questions

##### 12. DRIVERS

**Qualification & Experience**

The applicant must:

- Have a minimum of a valid Driving Licence **D**;
- Have at least three (3) BECE passes. GCE O'level/WASSCE/SSCE Certificate will be an added advantage;
- Have at list six (6) years continuous accident-free driving experience.

## D. UNIVERSITY HOSPITAL

### 13. MEDICAL OFFICERS

The applicant must:

- hold MBChB
- Must be a qualified Medical Doctor permanently registered with the Medical and Dental Council of Ghana.
- Have at least (2) years post-qualification experience
- Have excellent interpersonal and communication skills.

### 14. PHARMACIST

The applicant must:

- Must be a qualified Pharmacist in good standing with the Pharmacy Council
- Must be a practising Pharmacist with at least two (2) years' experience
- Have proven leadership and management capabilities to lead and co-ordinate the day-to-day administration of the Hospital Pharmacy
- Have excellent interpersonal and communication skills
- Must be computer literate

### 15. PHYSICIAN ASSISTANT

The applicant must:

- Hold BSc. in Physician Assistantship from accredited institutions
- Have worked as a Physician Assistant in a Tertiary Institution or accredited health facility for at least two (2) years
- Be able to critically assess cases within the scope of approved regulations

### 16. LABORATORY TECHNICIANS.

The applicant must:

- Hold a Degree or Diploma in Medical Laboratory Technology
- Be registered with the appropriate professional regulatory body
- Have at least two (2) years post-qualification experience in a well-established Medical Laboratory
- Be computer literate

### 17. NURSING OFFICERS AND MIDWIVES

The applicant must:

- Have a degree from a recognised and accredited institution  
OR
- Be a State Registered Nurse (SRN) with the Nurses and Midwifery Council
- Have a minimum of two (2) years post qualification experience with a valid licence to practise.

## E. DIRECTOR OF WORKS AND MUNICIPAL SERVICES

A person seeking appointment as Director of Works and Municipal Services shall be required to show high quality sound judgment, initiative, resourcefulness, precision and professionalism in the discharge of his or her duties.

### Qualifications and Experience Required for the Position

A person seeking appointment of the above position must:

- Hold a minimum of MPhil or a two-year full-time Master's Degree in the Built Environment or relevant area of study;
- Be a member of a recognised professional body in the Built Environment;
- Have served satisfactory for a minimum of three (3) years in a University as a Deputy Director of Works and Municipal Services or its equivalent in an analogous Institution.
- Must have a minimum of fifteen (15) years relevant postgraduate qualification working experience in a practising firm, industry or public service;

- Have handled and completed various projects of considerable magnitude and value;
- Have considerable experience in administration at a senior level; and
- Be computer literate.

### 18. ESTATE OFFICER

A person seeking appointment as Estate Officer shall be required to show high quality sound judgment, initiative, resourcefulness, precision and professionalism in the discharge of his or her duties.

### Qualifications and Experience:

A person seeking appointment of the above position must:

- Hold a minimum of MPhil or a two-year full-time Master's Degree in the Built Environment or relevant area of study;
- Be a member of a recognised professional body in the Built Environment;
- Have a minimum of four (4) years relevant postgraduate qualification work experience in a University or its equivalent in an analogous Institution.
- Have a minimum of eight (8) years relevant postgraduate qualification work experience in a practising firm, industry or public service; and
- Be computer literate.

## E. HEAD OF SECURITY

### Qualifications and Experience:

Prospective applicants must satisfy the criteria below;

- Must be an officer with not less than four (4) years' experience as a Security Officer with a clean employment record and
- Must possess a Bachelor's Degree (Preferably Psychology/Sociology). Previous relevant work experience will be an added advantage  
OR
- Must have attained the rank of Assistant Superintendent in the Ghana Police Service or equivalent rank in the Armed Forces (Lieutenant) with a clean employment record  
OR
- Must be a confirmed officer with recognised security organisation with not less than 14 years' experience.

### Mode of application:

Interested applicants should send their applications together with curriculum vitae with three referees, certified copies of Certificates, Publications and other relevant documents by courier to:

### The Acting Registrar

Simon Diedong Dombo University of Business and Integrated Development Studies

Post Office Box WA64

Wa, Upper West Region

Ghana.

Closing date: March 31, 2021.

### Please Note:

1. Only shortlisted applicants will be contacted.