



OPPORTUNITIES AT PENTECOST UNIVERSITY

Pentecost University is increasing in capacity and resourcing itself to lead in Research-based education. We, therefore, invite applications from suitably qualified persons (Part Time or Full Time) to occupy the following positions in the University:

- **FACULTY OF LAW**

- Professor (1)
- Senior Lecturer (1)
- Teaching Fellows (Full Time or Part Time) – 3
- Research Fellows (Full Time or Part Time) – 2

- **FACULTY OF HEALTH AND ALLIED SCIENCES (FHAS)**

- ❖ **PHYSICIAN ASSISTANTSHIP STUDIES**

- Teaching Fellows (1)
- Clinical Instructor (1)

- ❖ **NURSING**

- Teaching Fellows (3)

- ❖ **MIDWIFERY**

- Teaching Fellows (2)

- **FACULTY OF ENGINEERING, SCIENCE AND COMPUTING (FESAC)**

- ❖ **BUILT ENVIRONMENT (Construction Technology & Engineering Management, Quantity Surveying & Construction Economics)**

- Senior Lecturer (1)
- Teaching Fellows (Full Time or Part Time) – 2

- **FACULTY OF BUSINESS ADMINISTRATION (FBA)**
 - Teaching Fellows
- **FACULTY OF ENGINEERING SCIENCE AND COMPUTING (FESAC)**
 - Teaching Fellows
- **SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS (STEM) CENTRE**
 - ❖ **ENGINEERING (DIGITAL SCIENCES AND TECHNOLOGY)**
 - Professor/Associate Professor/Senior Lecturer (1)

RESEARCH FELLOWS

- Rapid Prototyping and Manufacturing (2)
 - Digital Manufacturing (2)
 - Simulation Technologies (2)
 - Virtual Reality (1)
 - Artificial Intelligence (2)
 - Digital Media (2)
 - Software Engineering (1)
- **FACULTY OF EDUCATION**
 - Teaching Fellows (3)
 - **BUSINESS DEVELOPMENT AND CORPORATE AFFAIRS (BDCA)**
 - Director

i. Contract Type : Full or Part Time (Flexible working hours can be discussed)

ii. Location : Sowutuom Campus, Accra

iii. Job Summary

Successful candidates would be expected to carry out research, teaching and sometimes carry out administrative work within Pentecost University and to drive Pentecost University's agenda of producing problem-solving graduates. The Successful candidates will work closely with

colleagues to enhance academic delivery in line with the vision of Pentecost University. The ideal candidates will ensure the provision of efficient and professional service to students and the University as a whole.

iv. Main responsibilities for Teaching Fellows, Senior Lecturers, Associate Professors and Professors:

- To carry out research and produce publications or other research outputs.
- To teach at undergraduate and graduate levels in areas allocated by the Dean and reviewed from time to time.
- To supervise or assist with supervision of undergraduate project work/internship/post graduate dissertation.
- To help develop, plan and implement high quality curriculum of education in the field.
- To assist in the development of learning materials, preparing schemes of work and maintaining records to monitor student progress, achievement and attendance.
- To provide care and support to students.
- Attend University and Faculty meetings.
- To complete all mandatory University training programmes.
- To engage in other assignments as specified by the Dean of the Faculty.
- Understand and support the vision, mission and values of the University.
- Be prepared for team work and effective communication with colleagues.
- Commit to and undertake continuous personal and professional development.
- Undertake other duties as may be reasonably requested of the position.

v. Main Responsibilities for Research Fellows for Rapid Prototyping & Manufacturing, Digital Manufacturing, Simulation Technologies, Virtual Reality, Artificial Intelligence and Software Engineering

Successful applicants will be dedicated to the development of Additive Manufacturing / 3D Printing as part of an effort to create digital manufacturing platforms through the following;

- Act as principal investigator or co-investigator on research projects.
- Develop research objectives, projects and proposals.
- Conduct individual or collaborative research projects.
- Make presentations at conferences or exhibit work at other appropriate events.
- Assess, interpret and evaluate outcomes of research.

- Develop ideas for generating income, promoting research area and influencing leading edge practice.
- Act as research team leader.
- Mentor, coach and support colleagues with less experience and advise on professional development.
- Supervise the work of others, for example in research teams or projects
- Managing the use of research resources and ensuring effective use is made of them.
- Planning and managing own consultancy assignments.
- Collaborate actively within the University and externally to complete research projects and advance thinking.
- Participate in and develop external networks to identify sources of funding, generate income, obtain consultancy projects, or build relationships for future activities.

vi. Main Responsibilities of Director, Business Development and Corporate Affairs

- Conducting research with a view to developing new systems that will enhance process to achieve competitive advantage.
- Collaborating with management to design Programmes that compete with sister Universities and attract potential students to the University.
- Developing competitive plans that promote the University's services targeting potential enrollers.
- Identifying new opportunities that will generate income through commercialization of the University's facilities, knowledge capital, creating a Business Centre etc., contributing to the University's internally generated funds.
- Conducting research and advising management of prospects; and positioning the University A+ agenda to achieve competitive advantage over sister Universities.
- Presenting to management an integrated departmental business plan that includes financial projections which will bring value for money.
- Representing the University as a frontline Staff at key internal and external events.
- Aid in building a solid brand that would position the University in a competitive niche using the University's resources.
- Serving as a liaison for internal and external clients for management to ensure a successful relation.

- As the interface between the University and the general public, presenting the University's viewpoint on any issue of interest to it in consultation with key and other relevant officers.
- Developing a good understanding of the University's mission and advertising and informing others about its services.
- Identifying trending issues among expatriate students and developing new opportunities from them and providing timely interventions as deemed necessary.
- Identifying academic competitions (debates, quizzes etc.) for students (staff may take part).
- Performing any other related duties reasonably within your competence and capabilities That management may assign from time to time.

PERSON SPECIFICATION

**PROFESSORS, ASSOCIATE PROFESSORS, SENIOR LECTURERS AND
TEACHING FELLOWS**

REQUIREMENTS	ESENTIAL	DESIRABLE	EVIDENCE
QUALIFICATIONS	<ul style="list-style-type: none"> • Master of Philosophy in the related area • Experience in Field Work • Publications in international referred journals. 	<ul style="list-style-type: none"> • Doctorate preferred • Member of a Professional Body would be an added advantage. • Experience in teaching at the Tertiary Level 	<ul style="list-style-type: none"> • Certificates • Application Form • Interview • Curriculum Vitae
EXPERIENCE	Demonstrate experience in research and scholarly potential.	<ul style="list-style-type: none"> • Excellent interpersonal skills with proven ability to work collaboratively. • Experience of working alongside and communicating to students. • Experience in practical field work 	<ul style="list-style-type: none"> • Application Form • Interview • Curriculum Vitae
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • Willingness to commit to the Pentecost University A+ agenda • Research Driven • Must possess high work ethics and excellent communication skills • Must have a strong Christian background and be a person of high morals and integrity. • Must have excellent organizational and interpersonal skills • Must have a strong desire to achieve and proven capabilities of multi-tasking and working under pressure and deadlines. 	<ul style="list-style-type: none"> • Demonstrate teaching history or potential • Capability in the use of search engines for Research • Capability in computer applications like Microsoft Office Suite • Flexible approach to work including weekends • Excellent proposal writing skills and advance knowledge in presentation software applications 	<ul style="list-style-type: none"> • Application Form • Interview • Curriculum Vitae

PERSON SPECIFICATION

RESEARCH FELLOWS FOR RAPID PROTOTYPING & MANUFACTURING, DIGITAL MANUFACTURING, SIMULATION TECHNOLOGIES, VIRTUAL REALITY AND ARTIFICIAL INTELLIGENCE

REQUIREMENTS	ESSENTIAL	DESIRABLE	EVIDENCE
QUALIFICATIONS	Masters' Degree in Systems Engineering, Mathematics, Computer Science/Information Technology, Manufacturing, Mechanical, Electrical / Electronic Engineering or related fields	<ul style="list-style-type: none"> • PhD preferred • Member of a Professional Body would be an added advantage. 	<ul style="list-style-type: none"> • Certificates • Application Form • Interview • Curriculum Vitae
EXPERIENCE	<ul style="list-style-type: none"> • Extensive knowledge of additive manufacturing • Demonstrate experience in research and scholarly potential. • Candidate must have a proven track record of implementing differentiated digital solutions and technologies at speed • Evidence of being able to conduct and communicate research at the highest level 	<ul style="list-style-type: none"> • Experience in a similar role • Evidence of working as part of development teams • Excellent interpersonal skills with proven ability to work collaboratively. • Candidate must demonstrate self-motivation with ability to supervise other engineers 	<ul style="list-style-type: none"> • Application Form • Interview • Curriculum Vitae
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • Willingness to commit to the Pentecost University A+ agenda • Awareness of the growing importance of digital technologies to industry • Must possess high work ethics and excellent communication skills • Must have a strong Christian background and be a person of high morals and integrity. • Must have excellent organizational and interpersonal skills • Must have a strong desire to achieve and proven capabilities of multi-tasking and working under pressure and deadlines. 	<ul style="list-style-type: none"> • Capability in the use of search engines for Research • Capability in computer applications like Microsoft Office Suite • Excellent proposal writing skills and advance knowledge in presentation software applications • Experience of presenting work at conferences and to industry • Extensive knowledge of additive manufacturing • Candidate must have familiarity with electronics and integration of electronic systems into complex systems and structures. 	<ul style="list-style-type: none"> • Application Form • Interview • Curriculum Vitae

PERSON SPECIFICATION

DIRECTOR, BUSINESS DEVELOPMENT AND CORPORATE AFFAIRS (BDCA)

REQUIREMENTS	ESENTIAL	DESIRABLE	EVIDENCE
QUALIFICATIONS	Master’s or Doctoral Degree in Corporate Governance, Finance, Marketing or related field.	Membership of a recognized professional body, such as ICA, ACCA, IHRMP, SHRMP, CIM etc. is an added advantage. Professional qualification in addition to the qualifications is preferred.	Certificates Application Form Interview Curriculum Vitae
EXPERIENCE	<ul style="list-style-type: none"> • Experience in a similar role 	<ul style="list-style-type: none"> • Experience in utilizing the full suite of Microsoft Office applications (including Word, Outlook, PowerPoint, Excel) to an advanced level. • Experience in customer service; and demonstration of professionalism in the discharge of duties and in relations with both students and staff • Familiarity with digital communications 	Application Form Interview Curriculum Vitae
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • Full understanding and commitment to the Pentecost University A+ agenda • Research Driven • Must have a strong Christian background and be a person of high morals and integrity. • Must have strong organizational and interpersonal skills • Ability to exercise discretion, tact, diplomacy when dealing with confidential matters. A good understanding of data protection and safe record keeping. • Effective analytical and problem-solving skills. • Ability to develop strategies that will increase student intake competitively for empowerment and smooth graduation 	<ul style="list-style-type: none"> • Strong IT skills • Decisive and acts promptly under pressure • Prioritize effectively • Ability to solicit and listen to views, contributions or ideas from others and use these to the advantage of the Directorate in particular and the University in general. • Excellent written communication skills • Ability to excite new academic programmes and creating a high demand for enrollment. 	Application Form Interview Curriculum Vitae

MODE OF APPLICATION

Interested persons with the requisite qualification(s) and related work experience should submit:

- Employment application form which can be obtained either by downloading from www.pentvars.edu.gh or from the Human Resources Unit, Main Campus, Sowutuom – Accra.
- Copies of certificates
- Curriculum vitae with names and addresses of three (3) referees.

Completed application forms should be submitted to the Human Resources Unit, Pentecost University, Main Campus, Sowutuom – Accra.

DEADLINE

Deadline for the submission of application is **Wednesday, September 22, 2021**. For further enquiries, please call **0302417057/8**.