



PENTECOST UNIVERSITY

P. O. Box KN 1739, Kaneshie, Accra-Ghana

Tel: 0302417057/8, Website: www.pentvars.edu.gh

INTERNAL ADVERTISEMENT

VACANCY

Position : HEAD – RESEARCH UNIT
Department : POSTGRADUATE STUDIES AND RESEARCH DIRECTORATE (PGSR)

Management is seeking applications from qualified persons internally to fill the vacant position of Head – Research, Postgraduate Studies and Research Directorate.

Role Profile

The Research Unit would be under the Director, Postgraduate Studies and Research. The unit manages all matters relating to research and consultancy. It provides valuable support in fulfilling the University's Research Vision and Mission through its programs and services. The unit will promote and nurture a culture of genuine intellectual inquiry, advance inter-and multi-disciplinary studies, and serve as a clearinghouse for information related to faculty research activities on campus, among others, supporting the University A+ agenda.

The Head of Research shall provide strong leadership in the Centre, liaise with all the faculties and departments in the University, demonstrate good interpersonal and communication skills, and execute the responsibilities with integrity.

Job Location

Main campus but may be required to travel to other University and Corporate sites as and when required.

Hours of Work

A minimum of 40 hours a week (Monday – Friday; 8:30am – 4:30pm), as the Head of the Centre your work hours may go beyond the normal scheduled time.

Duties and Responsibilities

1. Coordinate the University-wide research plan and motivating the research effort of Faculties/Schools.
2. Promote quality research within the University to ensure excellence in the University's contribution to Research & Knowledge Exchange.
3. Facilitate proposal writing projects to source for research funds, coordinate the research activities, and manage such funds based on clear objectives and targets relating to the funds.
4. Monitor externally-funded projects undertaken by the different departments and faculties and provide project development and implementation assistance.
5. Promote participation in conferences and workshops locally and internationally for faculty and staff, and advice the Research Committee on criteria for sponsoring research and conferences.
6. Coordinate and support publications of all kinds within the University community.
7. Organize and coordinate training, seminars and workshops on (proposals and article manuscripts) to attract research funds and effectively disseminate knowledge.
8. Support the development and nurture of linkages with international institutions for University activities, especially for research and development.
9. Foster relationships with funding agencies to understand research priorities and explore ways of engaging with them.
10. Organize fora for the presentation of research ideas, research progress reports, findings, and project reports.
11. Encourage the participation of the University and Staff in relevant professional bodies.
- 12.** Perform any other duty assigned by the Director, Post Graduate Studies and Research.

PERSON SPECIFICATION

REQUIREMENTS	ESENTIAL	DESIRABLE	EVIDENCE
QUALIFICATIONS	Must have a Doctorate Degree	A Senior Lecturer would be desirable	<ul style="list-style-type: none"> • Certificates • Application Form • Interview • Curriculum Vitae
EXPERIENCE	<ul style="list-style-type: none"> • Demonstrate experience in research and scholarly potential. • Engagement with national and international issues. • Experience in Advanced and scholarly research 	<ul style="list-style-type: none"> • Excellent interpersonal skills with proven ability to work collaboratively. • Experience in working alongside and communicating with students. 	<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 solid 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 excellent and quality research history or potential • Capability in the use of search engines for research work • Capacity in computer applications like Microsoft Office Suite • Flexible approach to work, including weekends • Excellent proposal writing skills and advanced knowledge in presentation software applications 	<ul style="list-style-type: none"> • Application Form • Interview • Curriculum Vitae

DEADLINE FOR SUBMISSION: WEDNESDAY, SEPTMEBR 22, 2021.

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 the Human Resources Unit.
- 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

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