



UNIVERSITY COLLEGE OF MANAGEMENT STUDIES

(UCOMS - Formerly IMS Est. 1974.)

Accredited by the National Accreditation Board
Affiliated to UEW & KNUST

STAFF VACANCIES

UCOMS is seeking to appoint new members who will play a leading role in the University College.

Personnel Needed

1. Deputy Registrar - Accra Campus

Qualifications and Experience

Applicant must hold a good first degree and a postgraduate degree preferably in Higher Education Administration, Communication Studies, Human Resource Management or Chartered Secretary. He/She must have served as a Deputy Registrar or a company secretary for at least two (2) years or a Senior Assistant Registrar for at least four (4) years in a University or in a similar Institution, Firm or an International Organisation.

2. Senior Assistant Registrar - Accra Campus

Qualifications and Experience

Applicant must hold a good first degree and a postgraduate degree preferably in Administration or Management related area, M.Ed, MBA. He/She must have served as a Senior Assistant Registrar for at least two (2) years or an Assistant Registrar for four (4) years in a University or similar institution/organization.

3. Private Secretary - Accra Campus

Qualifications and Experience

Applicant must hold a good first degree or must have been a stenographer Grade II for not less than three years and must be able to take down at least 225 words per minute and type at least 60wpm.

Mode of Application

Candidates must submit an Application Letter with Curriculum Vitae, Copies of Certificates, Names, Addresses, and Contact details of three (3) Referees

Applications may be addressed to:

The Chairman,

Appointments and Promotions Board

University College of Management Studies

P. O. Box GP 482, Accra

or email to : imscolle@yahoo.co.uk

For further enquiries contact the Secretary to the Board on **020 796 3256**

Closing Date: 20th Feb, 2017

CONTACT US:

Accra Campus

LOCATION: Accra - Kasoa Road, near West Hills Mall

Tel.: 030 285 3304 / 030 290 2720 / 1

Kumasi Campus

LOCATION: Ayeduase Town near KNUST

Tel.: 032 249 1179 / 035 219 7424

Email: info@ucoms.edu.gh or

imscolle@yahoo.co.uk

Website: ucoms.edu.gh