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Special Release

09 April, 2021

VACANCY

INTERNAL ADVERTISEMENT (LATERAL CONVERSION)

Applications are invited from suitable qualified candidates within the University of Ibadan for the under-listed position in the Registry of University of Ibadan, Ibadan.

Assistant Registrar (CONTISS 09)

QUALIFICATIONS AND EXPERIENCE

- i. Candidate must possess 5 O' level credits including English Language plus B.A/B.Sc./B.Ed./B.Tech. in the relevant field with minimum of second class lower plus three (3) years post-qualification cognate experience.
- ii. Candidate must currently be on CONTISS 9 and above.
- iii. Candidate must be proficient in both written and spoken English.
- iv. Candidate must be well versed in Administrative skills.
- v. Candidates who are currently on Executive Cadre whose schedule of duties are related to administrative schedule will be given priority.
- vi. Candidate must be Computer Literate.

Salary: CONTISS 09 (₦ 788,784.00 - ₦ 1,142,410.00)

Conditions of Service:

As obtainable in similar position in the Federal Universities in Nigeria

METHOD OF APPLICATION:

Applicants should forward their letters of application through their Heads of Departments/Centres/Units, two (2) Photostat copies of their certificates and detailed Curriculum Vitae (20 copies) stating: Full Names (Surname first), Date of Birth (not age), Gender, Marital Status, State of Origin, Mobile/Telephone numbers, Postal/E-mail Address, Full Qualification(s) with Dates, Work experience and Names and Address of three (3) Referees. Applications should reach the Deputy Registrar, Human Resource and Development (Non-Academic), **not later than two (2) weeks** from the date of this publication.

Applicants are requested to inform their Referees to send Confidential Reports on them using letter-head papers directly to the Deputy Registrar, Human resource and Development (Non-Academic), University of Ibadan, from whom further details may be obtained. Only the applications of shortlisted candidates will be acknowledged

Olubunmi O. Faluyi, MCIPM, MAUA
Registrar.