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Special Release

07 September, 2022

## VACANCY: INTERNAL/EXTERNAL ADVERTISEMENT

### Non-Academic Staff Positions

Applications are invited from suitably qualified candidates for the following Non-Academic positions in the University of Ibadan:

1. Programme/System Analyst II - CONTISS 7
2. Accountant II - CONTISS 7
3. Higher Executive Officer (Accounts) - CONTISS 7
4. Assistant Executive Officer (Accounts) - CONTISS 5
5. Confidential Secretary III - CONTISS 5
6. Data Processing Assistant - CONTISS 3
7. Motor Driver/Mechanic - CONTISS 3
8. Clerical Officer - CONTISS 3
9. Nursing Officer - CONHESS 7
10. Assistant Laboratory Technologist - CONHESS 5

### **REQUIRED QUALIFICATIONS AND EXPERIENCE:**

- **For Position No. 1:** Candidates must possess five O'Level credits in WASSCE/NECO/GCE including English Language and Mathematics plus an HND/Degree in Computer Science/Information Technology or other related disciplines.
- **For Position No. 2:** Candidates must possess five O'Level credits including English Language, Mathematics plus Degree in Accounting or in other relevant disciplines with a minimum of Second Class Lower Division and NYSC discharge/exemption/exclusion certificate.
- **For Position No. 3:** Candidates must possess five O'Level credits including English Language and Mathematics in WASSCE/GCE/NECO plus a minimum of HND/Degree in Accounts, Financial Studies or other relevant disciplines, from a recognized higher institution.
- **For Position No. 4:** Candidates must possess at least five O'Level credits including English Language, Mathematics, Accounts, Commerce etc. in WASSCE/NECO/GCE and evidence of computer literacy. Relevant years of cognate experience will be an added advantage.

- **For Position No. 5:** Candidates must possess five O'Level credits including English Language and Mathematics in WASSCE/NECO/GCE in addition to Confidential Secretary III certificate (50/100 WPM) and a recognized certificate of computer training. Relevant years of cognate experience will be an added advantage.
- **For Position No. 6:** Candidates must possess at least five O'Level credits in WASSCE/NECO/GCE including English Language plus proficiency in Computer Literacy.
- **For Position No. 7:** Candidates must possess at least five O'Level credits including English Language in WASSCE/NECO/GCE, a valid group "E" Driving License plus Trade Test I, II, III with three (3) years experience.
- **For Position No. 8:** Candidates must possess at least five O'Level credits in WASSCE/NECO/GCE including English Language. Evidence of Computer Literacy will be an added advantage.
- **For Position No. 9:** Candidates must possess five O'Level credits in WASSCE/NECO/GCE including English Language and Mathematics plus NRN/SRN certificate, plus registration with Nursing and Midwifery Council of Nigeria and two (2) years post-qualification experience OR B.Sc. Nursing plus registration with Nursing and Midwifery Council of Nigeria and two (2) years post-qualification experience.
- **For Position No. 10:** Candidates must possess at least five O'Level credits which must include two Science subjects in WASSCE/GCE/NECO including English Language. Relevant cognate experience will be an added advantage.

### **Conditions of Service**

As obtainable in Federal Universities in Nigeria.

### **METHOD OF APPLICATION:**

Applicants should forward their applications, two (2) photocopies of their certificates, detailed Curriculum Vitae (15 copies) stating: Full Names, Postal/E-mail Address, Mobile/Telephone Numbers, Date of Birth, Marital Status, State of Origin and Local Government, Full Qualification(s) with Dates, Work Experience and Names and Addresses of three (3) Referees to reach the Deputy Registrar, Human Resource and Development Division, (Non-Academic Staff), University of Ibadan, Ibadan, **not later than six (6) weeks** from the date of this publication. Applicants should also indicate in their Curriculum Vitae the positions applied for.

Applicants are requested to inform their Referees to send Confidential Reports on letter-head direct to the Registrar, Attention: Deputy Registrar (Human Resource and Development Division, (Non-Academic Staff), University of Ibadan, Ibadan, from whom further details may be obtained. They should also advise their Referees to state in their Confidential Reports, the positions applied for.

Only the applications of shortlisted candidates will be acknowledged.

**Olubunmi O. Faluyi, MCIPM**  
*Registrar and Secretary to Council*