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Special Release

09 December, 2015

VACANCY

INTERNAL AND EXTERNAL ADVERTISEMENT

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

Associate Programme Officer - Centre for Petroleum, Energy Economics & Law

The Centre for Petroleum, Energy Economics and Law (CPEEL) was established in July 2011 as a John D and Catherine T. MacArthur Foundation funded Regional Centre of Excellence with the main goal of training highly skilled personnel and conducting research on energy. It is the first institution of its kind in Africa. CPEEL is in collaboration with the Department of Economics, Department of Petroleum Engineering and Faculty of Law at the University of Ibadan, Ibadan, Nigeria. CPEEL is multidisciplinary in concept and practice, bringing together economists, engineers, lawyers, finance experts, scientists and other professionals in diverse fields in order to address energy issues in a holistic and collaborative manner. CPEEL covers all aspects of Energy, including oil and gas, electricity, renewable, climate change, energy finance, regulations and energy contracts, rural energy and poverty, and appropriate energy technology.

Responsibilities:

The successful candidate for the position is expected, under the supervision of the Director of the Centre, to:

- work in close collaboration with the Centre's senior management team and assist the Programme Officer in integrating and coordinating services among program modules involving both internal and external teaching staff;
- provide support to the Programme Officer in the day-to-day management of the programme, create and maintain databases in ACCESS and EXCEL on an ongoing basis, which are used in the daily management of the programme, as well as for outcome assessment, retention and strategic planning reports; database development and management tasks, such as creating and updating mailing lists, make suggestions for improvement and enhancement of database, pay meticulous attention to detail in gathering course schedules and course descriptions from all units of the programme and maintaining database record of them; develop monitor and update web page and assist in enhanced technological linkages between the students and faculty;

- assist with the design, uploading and maintenance of the Centre's Web page, develop and execute comprehensive PR, Media, web and online projects to support and strengthen the Centre's branding, recruitment and retention strategies, partner with the Director in crisis and reputation management, write, edit and produce collateral material used in the promotion of the Centre to students, Faculty, staff, alumni, parents and the public;
- develop and review all reports about program activities, statistics, grant applications etc, prepare research reports, policy briefs and other publication of the centre.
- provide support to the Centre's management in organising workshops and conferences in areas relevant to the centre,
- establish and maintain alumni activities for the centre and perform other supporting roles assigned by the Director and the management of the centre.

Qualifications, Experience and Salary:

Applicants must possess a Bachelor's degree (A master's degree would be an added advantage) in a Social Science, Science or Humanities based discipline, with (1) year professional editorial experience, working with both print and web, have exceptional writing, communication and editing skills, be able to work efficiently on multiple tasks to deadline, interact well with the entire staff of the Centre, be able to work independently or with a team.

Applicants must also possess strong research skills, including proofreading and editing ability, have strong computer skills in MS Word, Excel, Outlook and database management and must be able to work flexible hours (many events are held over breakfast or in the evening).

Salary package starts from N840,000.00 (Eight hundred and forty thousand naira) per annum. Other performance based bonuses are attached to the job.

Conditions of Service

The appointment is on contract basis and is not pensionable. The successful candidate will be expected to assume duty as quickly as possible.

Method of Application

Applicants should forward their applications with fifteen (15) copies of detailed **Curriculum Vitae**, stating, **Age, Marital Status, Full Qualification (s), Experience, Names and Address of three (3) Referees and Two (2) Photostat copies of their Certificates** to reach the Deputy Registrar (Establishments/NT), University of Ibadan, **not later than four (4) weeks** from the date of this publication.

Applicants are requested to inform their Referees to send Confidential Reports on them directly to the Registrar, attention: Deputy Registrar (Establishments/NT), University of Ibadan, from whom further details may be obtained. The Referee's Reports and envelope containing the applications should be marked "**Associate Programme Officer, Centre for Petroleum, Energy Economics and Law**" on the left side, upper margin.

Only the applications of shortlisted candidates will be acknowledged. This advertisement is also available on the Centre's website: <http://www.cpeel.ui.edu.ng>

Thank you.

O.I. Olukoya, MNIM, FPA
Registrar