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Special Release

15 April, 2016

VACANCIES CONVERSION OF APPOINTMENT

Applications are invited from suitably qualified staff of the University of Ibadan for conversion to the underlisted positions in the University:

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|-------------------------------|------------|
| 1. Senior Assistant Registrar | - Registry |
| 2. Assistant Registrar | - Registry |
| 3. Administrative Officer | - Registry |
| 4. Higher Executive Officer | - Registry |
| 5. Executive Officer | - Registry |
| 6. Confidential Secretary | - Registry |

QUALIFICATIONS AND EXPERIENCE

For Position No. 1.

Applicants must possess Five (5) O'Level credits including English language, a B.A./B.Sc./B.Ed./B.Tech. Degree, plus ten (10) years post qualification cognate experience in administration and evidence of membership of a relevant professional body such as ANUPA, NIM, IPM e.t.c.

Applicants must not be on less than the grade of Principal Executive Officer I on CONTISS 11

Salary: CONTISS 11 (~~₦~~984,105.00 – ~~₦~~1,386,335.00)

For Position No. 2.

Applicants must possess Five O'Level credits including English language, a B.A./B.Sc./B.Ed./B.Tech. Degree, plus six (06) years post qualification cognate experience in administration

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

For Position No. 3.

Applicants must possess Five O'Level credits including English language, a B.A./B.Sc./B.Ed./B.Tech. Degree, plus three (3) years post qualification cognate experience in administration.

Salary: CONTISS 08 (~~₦~~682,547.00 – ~~₦~~1,008,831.00)

For Position No. 4.

Applicants must possess Five O'Level credits in WASSCE/NECO/GCE/SSCE including English language plus HND/Degree.

Salary: CONTISS 07 (~~₦~~590,191.00 – ~~₦~~868,105.00)

For Position No. 5.

Applicants must possess Five O'Level credits in WASSCE/NECO/GCE/SSCE including English language plus ND certificate in a relevant field.

Salary: CONTISS 06 (~~₦~~373,577.00 – ~~₦~~561,843.00)

For Position No. 6.

Applicants must possess Five O'Level credits in WASSCE/NECO/GCE/SSCE including English Language, plus a degree in Secretarial Studies or Office Management with three (3) years post qualification cognate experience.

Salary: CONTISS 07 (~~₦~~590,191.00 – ~~₦~~868,105.00)

Conditions of Service:

As obtainable in Federal Universities in Nigeria

METHOD OF APPLICATION:

Applicants should forward application letters written through their Head of Department, two (2) Photostat copies of their certificates, detailed Curriculum Vitae (15 copies) stating: Full Names, Postal/E-mail Address, Mobile/Telephone numbers, Personal File numbers, Date of Birth, Marital Status, State of Origin, Full Qualification(s) with dates, Work experience and Names and Address of three (3) Referees to reach the Deputy Registrar (Establishments/NT), University of Ibadan, **not later than four (4) 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 them direct to the Deputy Registrar (Establishments/NT), University of Ibadan, from whom further details may be obtained. They should also advise their Referees to state in their Confidential Reports, the position applied for and the Departments where the position is based in the University. Only the applications of shortlisted candidates will be acknowledged.

Thank you.

O. I. Olukoya, MNIM, FPA
Registrar