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Special Release

24 April, 2018

## **INTERNAL AND EXTERNAL ADVERTISEMENT NON-TEACHING STAFF VACANCY**

### **Introduction**

The University of Ibadan (UI), established in 1948, first as a constituent College of the University of London, became a full fledged University in 1962 and has continued to blaze the trail as the foremost Nigerian University and the crucible of human capacity development in Nigeria and indeed in sub-Saharan Africa. On account of its size, the numbers of Faculties and Academic Institutes/Centres, the huge number of courses both at undergraduate and postgraduate levels and competent reach to the larger society through the output and community services, UI remains the flagship of higher education in Nigeria.

Applications are invited from suitably qualified candidates for the following position in the Registry, University of Ibadan:

**Post: Deputy Registrar**

### **Duties of the Post:**

The Deputy Registrar who shall be under the general control of the Registrar shall assist her in the day-to-day administration of the affairs (other than finance) of the University.

### **Qualifications:**

Candidate must possess a good degree from a recognized University with at least 12 years relevant post-qualification cognate experience, a considerable part of which must be in University Administration. Candidate must have spent 4 years on the post not below the grade of Principal Assistant Registrar. Possession of a higher degree and membership of recognized professional bodies will be an added advantage.

### **Specifically, the candidate is expected to:**

- a. be a person with good leadership qualities who can inspire and motivate a crop of administrative officers and be able to get the best out of them;
- b. be a person of high integrity;
- c. appreciate and act on merit;
- d. be a person who enjoys excellent physical and mental health;
- e. be focused and innovative; and
- f. have demonstrable mastery of IT.

**Salary:** CONTISS 14 (N1,820,908- N 2,381,772.00)

**Conditions of Service:**

The appointment will commence as soon as possible and will be to retiring age of 65 years. The successful candidate will be on probation for three years in the first instance. This may be extended for a specific period or confirmed to retiring age. Fringe benefits include a Pension Scheme in consonance with the Contributory Pension Scheme and appropriate allowances as may be approved from time to time by the University Council.

**Method of Application:**

Candidates should forward their applications and detailed **Curriculum Vitae** (35 copies) stating: **Date of Birth, Marital Status, Qualification(s), Experience**, and enclosing **photostat copies of certificates** and other relevant credentials.

Also They must forward the names of **three referees** and their addresses to reach the Registrar, University of Ibadan, Ibadan **not later than six weeks** from the date of this publication and request the referees to send reports on them under confidential cover, direct to the Registrar from whom further details may be obtained. Further information may also be obtained from <http://www.ui.edu.ng/jobs>

Only the applications of short-listed candidates will be acknowledged.

**Olubunmi O. Faluyi (Mrs.), MCIPM, MAUA  
Registrar**