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Special Release

09 December, 2010

## INTERNAL AND EXTERNAL ADVERTISEMENT

### NON-TEACHING STAFF VACANCY

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

**Post:** Deputy Registrar and Secretary to the College

**Duties of the Post:**

The Secretary to the College who shall be under the general control of the Registrar of the University is responsible to the Provost College of Medicine for the day-to-day administration of the affairs (other than financial) of the College. He/She is also the Secretary to the Court of Governors, the Academic Board and the Academic Staff Assembly.

**Qualification:**

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 not be below the grade of Principal Assistant Registrar. Possession of a higher degree and membership of recognized professional bodies would be an added advantage.

Specially, 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 and moral standard who is upright;
- c. appreciate and act on merit;
- d. be a person who enjoys excellent physical and mental health;
- e. be focused and innovative;
- f. be computer literate.

**Salary:** CONTISS 14 i.e (₦1,820,908 – ₦2,381,772)

**Condition of Service;**

The appointment will commence as soon as possible and will be to retiring age of 60 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**

Applicants should forward applications and **Curriculum Vitae** (35 copies) **Date of Birth, Marital Status, Qualification, Experience**, and enclosing **photostat copies of certificates** and other relevant credentials.

They must also 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.

**Omotayo O. Ikotun (Mrs.)**

*Registrar & Secretary to Council*