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UNIVERSITY OF IBADAN

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VACANCY ANNOUNCEMENT

Programme Officer, STEP-B Project

The University of Ibadan with support of the World Bank wishes to implement a Science and Technology Education Post-Basic (STEP-B) project to improve the quality, equitable access to, and relevance of science and technology education at the federal post-basic level so as to increase the country's competitiveness in a globalizing world.

The project now requires a full-time Programme Officer on contract basis for one year and renewable thereafter based on performance. The Programme Officer will be located at the University of Ibadan STEP-B Secretariat and will perform the following duties:

Responsibilities

- Assist the Project Manager in the day-to-day management of project activities to ensure that projects produce required results.
- Plan and monitor projects for timely and effective programme development and implementation.
- Produce progress reports of project activities.
- Effectively manage the STEP-B Secretariat and ensure proper and timely control of correspondence and other documentation.
- Organize and facilitate project meetings, and consultations between partners.
- Carry out any other tasks as may be assigned to him/her by the Programme Manager from time to time.

Required Competencies

- Excellent communication skills and ability to prepare proposals and progress reports.
- Proficiency in the use of Microsoft Office packages, especially MS Word, Excel, PowerPoint, MS Project and mail merge
- attention to detail
- readiness to work for long hours
- good interpersonal relations

Qualifications

A Bachelors degree or HND in a Social Science or Humanities, Science, or Science-based discipline is required for the position. Possession of a master's degree will be an added advantage.

Remuneration

Remuneration for the above position is negotiable and will be based on experience.

Method of Application

Candidates should forward applications with twenty (20) copies of detailed curriculum vitae and two Photostat copies of each of their certificates not later than two (2) weeks from the date of this publication, to:

The Programme Managers,

UI STEP-B Project

c/o MacArthur Grant Liaison Office,

Suite F6 & 7, ICI/Digital Library Building,

Benue Road, University of Ibadan, Ibadan.

Applicants are requested to inform three referees to send confidential reports on them directly to the Programme Manager U.I. STEP-B Project at the above address.

Signed

Omotayo O. Ikotun (Mrs.)

Registrar.