



### VACANCIES

#### A. UNIVERSITY ADVANCEMENT CENTRE: POSITION OF DIRECTOR

The University of Ibadan, as part of its strategic repositioning to face the challenges of the future, has decided that fund raising must be a high priority programme for it to sustain its reputation as the first, finest and the best in the field of tertiary education in Nigeria. In pursuance of this objective, the University has, therefore, established a **University Advancement Centre and a Directorate of University Advancement**. The Directorate is expected to take charge of the establishment of new relationships, the identification, evaluation, cultivation and solicitation of new sources of support for the improvement of the University's capital base. Applications are hereby invited from suitably qualified candidates for the position of DIRECTOR OF UNIVERSITY ADVANCEMENT CENTRE.

**Age Requirement:** 30-45 years

**Qualifications and Experience:**

The candidates should possess a good first degree from a recognized University. In addition, the candidate must have a minimum of 12 years post-qualification experience, five of which must be at Senior Management level. An understanding of University operations would be an advantage. The candidate must demonstrate a flair for marketing and possess good interpersonal and communication skills. The candidate must be able to identify, evaluate, cultivate and solicit for new sources of support for the University's academic programmes and services.

**Job Description:**

- \* The Director shall be responsible and answerable to the University Council, through the Board of Advancement, University of Ibadan and the Vice-Chancellor.
- \* The Director shall be responsible to the Vice-Chancellor and the Board of Advancement for the day-to-day administration of the Directorate of the University Advancement Centre.
- \* The Director will be responsible for fund raising, alumni relations, forging of new partnership with the University's stakeholders and generally marketing the institution

**Salary:** ₦1,820,908 per annum. Fringe benefits and other performance related bonus are negotiable.

**Conditions of Service:**

Appointment, which is to commence as soon as possible is on a **CONTRACT** basis and is for three years initially. It may be renewed for specific periods as long as targets are met.

**Method of Application:**

Candidates should forward applications and detailed Curriculum Vitae (12 copies) stating Date of Birth, Marital Status, Full Qualifications, Experience and names of three Referees and their Addresses and two Photostat copies of their Certificates to reach the Registrar, university of Ibadan, Ibadan, **not later than six (6) weeks** after the publication of this advertisement. Candidates are requested to inform their referees to send confidential reports on them to the Deputy Registrar (Establishments), University of Ibadan, Ibadan, from whom further details may be obtained. Only the applications of shortlisted candidates will be acknowledged.

## **B. PRINCIPAL ASSISTANT REGISTRAR (PUBLIC RELATIONS)**

The Public Relations Unit of the University of Ibadan is being upgraded in line with the policy thrust of the University to engender a better-focused approach that will enable the University optimally relate with its various publics. Applications are invited as follows:

1. **The Position:** Principal Assistant Registrar (Public Relations)
2. **The Person:** A self-starter with good analytical, communication and writing skills. Person who can make deadlines at short notice and operate positively in a team. Must have good carriage, poise and finesse.
3. **Qualification & Experience** Male or Female with good Honours Degree in Mass Communication or any of the Social Sciences. Must possess minimum of ten years experience in Public Relations practice, preceded by at least three years cognate practice in Journalism. Successful candidate must be computer literate, classified Member of the Nigeria Institute of Public Relations (NIPR) with not less than the status of MEMBER.
4. **Salary:** (CONTIS 13: ₦1,445,599 per annum)
5. **The Job:** The Position is a career position with prospects to move up to higher levels.  
The Principal Assistant Registrar (Public Relations) is in charge of but not limited to the following:
  - Production of Official Bulletin of the University as well as other Handbills, Brochure, etc, the University may decide to publish from time-to-time.
  - Media Relations
  - Production of documentaries for transmission on television channels
  - Protocol Management. Formulation and sustenance of favourable image policy for the University.
6. **Method of Application**  
Candidates should forward applications and detailed Curriculum Vitae (15 copies) stating Date of Birth, Marital Status, Full Qualifications, Experience and names of three Referees and their addresses and two Photostat copies of their Certificates to reach the Deputy Registrar (Establishments), University of Ibadan not later than six (6) weeks after the publication of this advertisement. Candidates are requested to inform their referees to send confidential reports on them to the Deputy Registrar (Establishments), University of Ibadan, Ibadan from whom further details may be obtained. Only the application of shortlisted candidates will be acknowledged.

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