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UNIVERSITY OF IBADAN

Official Bulletin

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Vacancy for Associate Programme Officer

The Liaison Office of the John D. and Catherine T. MacArthur Foundation Grant, University of Ibadan is the Coordinating hub of a three-year institutional strengthening programme to enhance capacity of staff in research, teaching and service delivery, build capacity of staff and students in entrepreneurship, improve infrastructure for teaching, research and service, strengthen institutional governance and financial accountability, foster international linkages and collaborations and enhance the capacity of the University to provide community service.

The office requires the services of a full-time Associate Programme Officer on **contract basis** for one year, renewable thereafter based on performance. The Associate Programme Officer will be located at the Liaison Office of the John D. and Catherine T. MacArthur Foundation Grant, University of Ibadan.

Responsibilities

The successful candidate is expected to:

- assist the MacArthur Grant Liaison Officer in the day-to-day management of project activities and ensure that expected targets are achieved,
- plan and monitor projects for timely and effective programme development and implementation,
- write proposals and produce timely monitoring and evaluating reports on project activities,
- prepare work and resource plans,
- ensure proper and timely control of correspondence and other documentation,
- arrange travels and accommodation for project officials and other internal and external partners,
- provide follow-up to organizations, and stakeholders of the project,
- organize and facilitate project meetings, and consultations between partners,
- produce notices and minutes of projects meetings,
- manage and administer the Liaison Office in an efficient manner, and
- carry out any other tasks as may be assigned to him/her by the MacArthur Grant Liaison Officer from time to time.

Required Competencies

The individual should possess the following project management competencies:

- project planning and implementation skills,
- knowledge of a project scheduling tool or methodology, e.g. MS Project or prince 2,
- ability to write grant Proposals and Progress Reports,
- excellent computer skills including a strong working knowledge of Microsoft Office packages, especially MS Word, Excel, Access, Outlook, and PowerPoint,
- ability to simultaneously attend to multiple tasks,
- strong customer/user focus and inter-personal communication skills,
- excellent communication skills, including excellent written and spoken English Language.

Qualifications

At least a Bachelors degree or HND in Social Science or Humanities, Science, or Science-based discipline is required.

Remuneration

Remuneration for the position of Associate Programme Officer is negotiable and will be based on experience.

Salary: CONTISS 07 (N579,391.00 – N857,305.00)

Method of Application

Candidates should forward applications with fifteen (15) copies of detailed Curriculum Vitae stating their Full names (surname first), Date of Birth (**not Age**), Marital status, Qualifications, Work experience, Names and Addresses of three Referees, and two (2) Photostat copies each of their certificates, to reach the Deputy Registrar (Establishments), University of Ibadan, not later than **six (6) weeks** from the date of this publication.

Applicants are requested to inform their Referees to send Confidential Reports on them directly to the Deputy Registrar (Establishments), University of Ibadan, from whom further details may be obtained. The Referees' reports and envelopes containing the applications should be marked "Associate Programme Officer" on the left side upper margin.

Only the applications of shortlisted candidates will be acknowledged.

Signed

Omotayo O. Ikotun (Mrs.)

Registrar