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SPECIAL RELEASE

31 August, 2012

**COLLEGE OF MEDICINE: VACANCIES
INTERNAL AND EXTERNAL ADVERTISEMENT**

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

- 1) Catering Officer
- 2) Assistant Catering Officer
- 3) Secretary I
- 4) Secretary II
- 5) Clerical Officer (Accounts)
- 6) Computer Operator
- 7) Driver/Mechanic
- 8) Principal Accountant
- 9) Accountant II
- 10) Executive Officer (Accounts)
- 11) Technologist I
- 12) Research Nurse (1)
- 13) Nursing Sister (1)
- 14) Health Educator
- 15) Dental Surgery Assistant/Dental Technician
- 16) Health Assistant I
- 17) Dental Technologist II/Therapist

QUALIFICATION AND EXPERIENCE

For Position No.1: Applicants must possess Bachelor of Science degree (B.Sc.) or Higher National Diploma in Hotel and Catering Management, Home-Economics, Human Nutrition or any other related qualification from a recognized institution. He/She must have at least 6 years cognate experience in similar positions, with profound knowledge in the preparation of African and Continental dishes. The candidate must be computer-literate and be a member of relevant professional bodies.

Salary: CONTISS 07 (N579,391.00)

For Position No. 2: Applicants must possess Ordinary National Diploma or National Certificate in Education (NCE) in Hotel and Catering Management. Home-Economics, Human Nutrition or any other related qualification such as City and Guilds Certificate in Catering and Hotel Management from a recognized institution. He/She must have at least 2 years cognate experience in similar positions, with profound knowledge in the preparation of African and Continental dishes.

Salary: CONTISS 06 (N362,757.00)

For Position No. 3: Applicants must possess a University degree or Higher National Diploma in Secretarial Studies plus RSA in Pitman or their equivalent in 120/50 wpm in Shorthand and Typewriting plus 6 years secretarial experience and a recognized Certificate of Computer Training.

Salary: CONTISS 07 (~~₦~~579,391.00)

For Position No. 4: Applicants must possess a University degree or Higher National Diploma in Secretarial Studies plus RSA in Pitman or their equivalent in 100/50 wpm in Shorthand and Typewriting plus 6 years secretarial experience and a recognized Certificate of Computer Training.

Salary: CONTISS 06 (~~₦~~362,757.00)

For Position No. 5: Applicants must possess O'Level (SSCE/WAEC/GCE/NABTEB); Credits passes including English Language and Mathematics. Student membership of ATSWA plus work experience will be added advantage.

Salary: CONTISS 03 (~~₦~~162,027.00)

For Position No. 6: Applicants must possess SSCE/WASSEC/GCE/NABTEB with Credits in English Language and Mathematics. In addition Candidates must possess evidence of Proficiency in Computer Operation plus 2 years experience.

Salary: CONTISS 04 (~~₦~~183,712. 00)

For Position No. 7: Applicants must possess JSS III Certificate with Valid Class 'E' Professional Driver's License plus Mechanic Trade Tests Grade III with 3 years driving experience.

Salary: CONTISS 03 (~~₦~~162,027.00)

For Position No. 8: Applicants must possess a good University degree in Accounting or plus any of the following recognized professional qualifications ACA, ACCA, ACMA and CPA. In addition, he/she must have acquired a minimum of eight (8) years post qualification experience and five (5) years experience after the professional qualification.

Salary: CONTISS 11 (~~₦~~973,305.00)

For Position No. 9: Applicants must possess either B.Sc. in Accountancy from a recognized Institution with at least two (2) years experience in Accounting job preferably from the University setting or a Professional Accountancy qualification such as ACMA, ACCA, ICAN, CPA, ACA.

Salary: CONTISS 07(~~₦~~579,391.00)

For Position No.10: Applicants must possess ND or AAT in Accounting with at least two (2) years relevant experience. Excellent Computing skills in accounting packages will be an added advantage.

Salary: CONTISS 06 (N362,757.00)

For Position No.11: Applicants must possess either a B.Sc. or its equivalent in Microbiology/Parasitology. Applicant must be registered with the Nigerian Institute of Science Laboratory Technology or the Institute of Medical Laboratory Science of Nigeria with 5 years post-qualification experience, 3 years of which should be Hospital Laboratory experience. Applicants who have active interest in Teaching and Research in addition to providing laboratory services will have added advantage. **Applicants must be ready to live in Igboora.**

Salary: CONTISS 08 (N671,747.00)

For Position No.12: Applicants must possess the basic Registered Nurse (RN) qualification plus 3-5 years post qualification working experience in a community based health research establishment. Experience in coordinating Hospital based study will be an added advantage.

Salary: CONTISS 08 (N671,747.00)

For Position No. 13: Applicants must possess NRN or SRN with NRM or SCM plus 3-5 years post qualification experience. Possession of an additional qualification would be an added advantage.

Salary: CONTISS 08 (N671,747.00)

For Position No. 14: Applicants must possess NRN or SRN with NRM or SCM plus 3-5 years post qualification experience preferably in a community-based research setting. Possession of an additional Diploma in Health Education would be an added advantage.

Salary: CONTISS 08 (N671,747.00)

For Position No. 15: Applicants must possess 4 O' Level credits, a Dental Hygiene or Health Technology Certificate and 3 years relevant post qualification experience. **Applicant must be ready to live in Igboora.**

Salary: CONTISS 04 (N183,712.00)

For Position No. 16: Applicants must possess 4 O' Level Credits including English Language and must have completed a Health Assistant Course. **Applicants must be ready to live in Igboora.**

Salary: CONTISS 03 (N162,027.00)

For Position No. 17: Applicants must possess Higher National Diploma in Dental Therapy and must be registered with the Dental Therapist Registration Board of Nigeria. He/She must have undergone a compulsory one year internship as well as the NYSC. Plus at least (2) years working experience **Applicants must be ready to live in Igboora.**

Salary: CONTISS 07(₦579,391.00)

CONDITIONS OF SERVICE

As obtainable for similar positions in Federal Universities in Nigeria

METHOD OF APPLICATION:

Applicants should forward applications and detailed Curriculum Vitae (15 copies) stating: **Date of Birth, Marital Status, State, LGA, GSM Numbers, Full Qualification(s), Experience, Names and Addresses of 3 (three) Referees and two (2) Photostat copies** each of the candidates' certificates to reach the Deputy Registrar and Secretary to the College, College of Medicine, University of Ibadan, **not later than six (6) weeks** from the date of this publication.

Applicants are also requested to inform their referees to send Confidential Reports on them direct to the Deputy Registrar and Secretary to the College, College of Medicine, University of Ibadan, Ibadan, from whom further details may be obtained.

Only the applications of shortlisted candidates will be acknowledged.

O. I. Olukoya, MNIM, FPA
Registrar