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Special Release

08 November, 2012

VACANCIES

INTERNAL AND EXTERNAL ADVERTISEMENT

Applications are invited from suitably qualified candidates for the following senior and junior staff positions in the University Bookshop Nigeria Limited, University of Ibadan, Ibadan.

S/N	POST	SALARY SCALE	QUALIFICATION
1	Managing Director	UBSS 12	A good University degree or HND in the relevant field plus MBA with at least 12 years post qualifications experience in relevant field.
2	General Manager	UBSS 11	Same as above with at least 10 years of cognate experience.
3	Assistant General Manager	UBSS 10	Same as above with 9 years cognate experience.
4	Operations Manager	UBSS 9	Same as above with at 6 years relevant post qualifications experience.
5	Sales / Marketing Manager	UBSS 8	HND in Marketing / Business Administration or a good University degree in the relevant field plus 3 years relevant first qualification experience.
6	Sales / Marketing Executive	UBSS 7	HND in Marketing / Business Administration or a good University degree in the relevant field.
7	Assistant General Manager (Admin./Personnel)	UBSS 10	A good University degree in Social Science/Arts or Law plus MBA/Master degree in relevant field plus 9 years relevant post qualifications experience.
8	Admin./Personnel Manager	UBSS 9	A good University degree in Social Science/Arts or Law plus 3 years relevant post qualifications experience.
9	Administrative Officer 1	UBSS 8	A good University degree in Social Science/Arts or Law in relevant field plus 2 years relevant post qualifications experience.
10	Administration Officer 2	UBSS 7	A good degree in Social Science/Arts or Law.
11	Account Assistant	UBSS 4	SSCE in its equivalent with credit in Mathematics and English Languages.
12	Account Clerk	UBSS 5	OND or its equivalent in relevant field plus 3 years experience.
13	Account Supervisor	UBSS 6	OND or its equivalent relevant field plus 6 years relevant post qualifications experience.
14	Accountant 2	UBSS 7	Either Final Part 1 of recognized Accountancy Body or HND/B.sc Accountancy.
15	Accountant 1	UBSS 8	Any of the professional Accounts qualifications i.e. ICAN, ACMA, CPA or ACA

			or HND/B.sc (Accounts) with 3 years relevant post qualifications experience.
16	Operations Manager (Finance & Supply)	UBSS 9	Same as in No. 15 above. But with 6 years relevant post qualifications experience.
17	Assistant General Manager (Finance & Supply)	UBSS 10	Same as in No. 16 above with 9 years relevant post qualifications experience.
18	Sales Assistant	UBSS 4	SSCE with credit in English and Mathematics.
19	Sales/Marketing Clerk	UBSS 5	OND or its equivalent with credit in Marketing/Business Administration plus 3 years experience.
20	Sales/Marketing Supervisor	UBSS 6	OND or its equivalent with credit in Marketing/Business Administration plus 6 years experience.
21	Store Assistant	UBSS 4	SSCE with credit in English and Mathematics.
22	Store Officer	UBSS 5	Either (i) OND in Purchasing & Supply or Business Studies or Accountancy. (ii) Final Certificate of the Institute of Purchasing and Supply (IPS) plus 3 years relevant post qualifications experience.
23	Store Supervisor	UBSS 6	Either (i) OND in Purchasing and Supply or Business Studies or Accountancy. (ii) Final certificate of the Institute of Purchasing and Supply (IPS) plus 6 years relevant post qualifications experience.
24	Computer Operator	UBSS 4	SSCE or its equivalent plus certificate in Computer Appreciation.
25	Secretary II	UBSS 5	OND in Secretarial Studies or its equivalent plus 3 years relevant post qualifications experience.
26	Secretary I	UBSS 6	Same as in No. 25 above with 9 years relevant post qualifications experience. Appreciable knowledge in computer is an added advantage.
27	Personnel Secretary	UBSS 7	Same as in No. 26 above with 9 years relevant post qualifications experience and appreciable knowledge of computer.
28	Messenger	UBSS 1	JSS 3 Certificate.
29	Head Messenger	UBSS 2	JSS 3 plus 3 years experience.
30	Caretaker	UBSS 3	JSS 3 plus 6 years experience.
31	Driver/Mechanic	UBSS 3	SSCE Certificate with valid Driver's License Class 'E' Professional plus Driver's Mechanic Trade Test Grade III.
32	Senior Driver/Mechanic	UBSS 4	Same as above plus 3 years experience.
33	Assistant Chief Driver / Mechanic	UBSS 5	SSCE Certificate with Driver's License as in No.31 plus 6 years experience.
34	Chief Driver/Mechanic	UBSS 6	Same as in No. 33 above with 9 years experience.
35	Cleaner	UBSS 1	JSS 3 Certificate
36	Head Cleaner	UBSS 2	JSS 3 Certificate plus 3 years experience.
37	Night Guard	UBSS 3	SSCE or its equivalent.
38	Head Night Guard	UBSS 4	SSCE or its equivalent plus 3 years experience.

REMUNERATION – ATTRACTIVE

METHOD OF APPLICATION

Interested persons should submit their applications and detailed curriculum vitae (7 copies) stating: Date of Birth, Marital Status, State of Origin, L.G.A., GSM Number, Full Qualification(s), Experience, Names and Addresses of three (3) Referees and two photostat copies each of the candidate's certificates to reach the SECRETARY TO THE BOARD OF DIRECTORS, University Bookshop Nigeria Limited (UBNL) University of Ibadan, 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 SECRETARY TO THE BOARD OF DIRECTORS, University Bookshop Nigeria Limited, University of Ibadan, Ibadan, from whom further detail may be obtained.

Applicants should note that only the applications of shortlisted candidates will be acknowledged.

Thank you.

O.I. Olukoya, MNIM, FPA
Registrar