INTERNAL AND EXTERNAL ADVERTISEMENT

Applications are invited from suitably qualified candidates for the following positions in the University of Ibadan Advancement Centre:

1. Deputy Director
2. Administrative Secretary
3. Secretary Grade II

QUALIFICATIONS AND EXPERIENCE

For Position No. 1: Candidate should possess a good degree in the Humanities, the Social Sciences or Pure Science. In addition, the candidate must have a minimum of 8 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 and must be able to identify, evaluate, cultivate and solicit for new sources of support for the University's academic programmes and services.

Age Requirement: 30-40 years

Salary: N762,643 per annum plus performance related bonus.

Job Description
The Deputy Director will assist the Director of the Centre, work closely with the University Advancement Board, and the Vice-Chancellor’s Advisory Committee. The Deputy Director will assist the Director in fund raising, alumni relations, forging of new partnerships with the University’s stakeholders and generally market the institution.

For Position No. 2: Candidate should possess B.Sc., B.A., B.Ed. or HND in any of the following disciplines: Secretarial Studies, Business Administration, Accountancy, Statistics, Education or English. Competence in Computer Operation and good typing skills are mandatory plus a minimum of three (3) years relevant experience.

Salary Scale: Basis Salary of N257,984 per annum plus appropriate allowances.

For Position No. 3: Candidate should possess WASC, NECO WAEC/GCE O/L with a minimum of credit in five (5) subjects including English and a pass in Mathematics, RSA or Pitman or Government Training School Certificate or their equivalent of 100/50 WPM in Shorthand and Typewriting with at least 4 years of stenographic/secretarial experience, including period of formal training. Proficiency in the use of computer is mandatory.

Salary Scale: Basic Salary of N198,755 per annum plus appropriate allowances.

Conditions of Service
Candidates should note that the appointment to the above positions, which is to commence as soon as possible, is on 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 (15 copies) stating Date of Birth, Marital Status, State and LGA, Full Qualification(2), Experience, Names and Addresses of 3 (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 direct to the Deputy Registrar (Establishments), University of Ibadan, from whom further details may be obtained.

Only the applications of shortlisted candidates will be acknowledged.

Signed
Omotayo O. Ikotun (Mrs.)
Registrar