VACANCIES

INTERNAL AND EXTERNAL ADVERTISEMENT
UNIVERSITY ADVANCEMENT CENTRE

The University of Ibadan is Nigeria’s premier University and the best in teaching, research and community engagement. To maintain its position as the flagship of tertiary education in Nigeria, the University has decided to strengthen its capacity for external relationship and fundraising. To this end, applications are requested from qualified applicants to fill the following positions.

(1.) Alumni Relations Officer

(2.) Communication and Marketing Officer

(3.) Database Administrator

POSITION 1 – ALUMNI RELATIONS OFFICER

(a) Responsibilities:
- Working with the Director of Advancement;
- Develop meaningful relationships between the University and key stakeholders including alumni, friends of the University and the local community to secure their support.
- Develop a strategy to engage alumni and key stakeholders of the University to build meaningful relationships.
- Ensure that the internal and external volunteer leaders support the strategy and are willing to be involved in its implementation.
- Work with alumni volunteers to implement the agreed alumni strategy, including events, alumni branch engagement and where appropriate, fundraising functions.
- Liaise with all University Alumni groups to develop opportunities for continuous communication process and identification of mutual needs.
- Develop initiatives to increase students’ awareness of the alumni program.
- Liaise with relevant Advancement Office Units to ensure appropriate acknowledgment of donors by constructively engaging them on campus activities and highlighting their support at events or via public lectures.
- Work with the Communication and Marketing Officer to develop an international alumni relations programme comprising a mix of written communication and University events engagements.
- Undertake other duties as required by the Director.
- Achieve Key Performance Indicators as agreed with senior management.
- Work within the Human Relations Guideline of the University.

(b) Requirements:
- Minimum of ten (10) years post NYSC experience in Public Relations or in a similar position
- Excellent communication skills and personable disposition.
- Clear understanding of workings of alumni associations.
- Knowledge of social network and news media.
- Must be self motivated with ability to work with minimal or no supervision.
- Should be ready to travel extensively within and outside Nigeria at short notice.
- High level of personal and professional integrity.
- Event management skill.

(c) Qualifications:
- A good first degree in Mass Communication, Communication and Language Arts, English or any of the Social Sciences. A post graduate degree in relevant disciplines is an added advantage.
- Membership of NIPR may be necessary.

Salary: CONTISS 11 STEP 01 (₦973,305.00)

POSITION 2 – COMMUNICATION AND MARKETING OFFICER

(a) Responsibilities:
- Develop and implement a strategy using communication and Public Relations to raise the profile of the University to Key stakeholders and support development and alumni relation programs.
- Work with other Advancement Office staff in the coordination and communication with major prospects, including “thank you” events and other forms of stewardship
- Develop a strategy to provide a series of profile-raising events and other communication tools to present the University’s successes and fundraising priorities. Where possible, leverage events and activities to enhance prospect engagement and involvement.
- Establish a system for easy preparation and compilation of material for writing of proposals and submission.
- Develop materials for the University’s publications, contribute and edit materials for the alumni newsletters and assist in the design of appropriate promotional materials.
- Develop and implement a strategy to raise awareness about, and understanding of development activities within the University.
- Manage the production of all written and printed materials in support of fundraising and alumni relations, including projects and fundraising proposals, newsletters and magazines.
- Manage the Directorates’ website for alumni, fundraising and related events.
- Undertake other duties as required by the Director.
- Achieve Key Performance Indicators as agreed with senior management.
- Work within the Human Relations Guideline of the University.

(b) Requirements:
- Writing and presentation skills.
- Strong team spirit and interpersonal relations skills.
- Must have an in depth knowledge of Customer Relations Strategy (CRS) with strong brand communications and management skills.
- Marketing and Business Development skills are a necessity.
- Minimum of seven years in corporate communication, marketing, public relations or journalism.

(d) Qualifications:
- A University degree or HND in communication and marketing related discipline.
- A Post graduate degree in Business Administration, Information Science, Communication and Language Arts or Psychology is an added advantage.

Salary: CONTISS 9 STEP 01 (₦777,984.00 p.a)

POSITION 3 – DATABASE ADMINISTRATOR

(a) Responsibilities:
- Scan media and information sources to identify prospective donors and identify changes to the personal circumstances and contact details of key stakeholders.
- Assist in the implementation of a system to identify and research about individuals, corporations and foundations, possessing capacity and willingness to support the University.
- As required, enter changes of address and other biographical information on the University’s alumni, donor and stakeholders database.
- Ensure that information is recoded in a consistent and logical manner to make it easily usable and accessible within and beyond the Advancement Office.
- Assist in the implementation of a program for the maintenance and improvement of research and prospecting data recording systems, and perform relevant reporting, segmentation and data mining tasks.
- Undertake other duties as required by the Director.
- Achieve Key Performance Indicators as agreed with senior management.
- Work within the Human Relations Guideline of the University.

(b) Requirements:
- Good understanding of the workings of media and social network devices.
- In-depth knowledge of My SQL, post gre SQL Server database administration.
- Experience in managing local and remote database.
- Sufficient knowledge and initiative on Database projects.
- Practical experience in monitoring and tuning a database to provide a high quality service.
- Ability to use PHP and HTML will be an added advantage.

(c) Qualifications:
- A good first degree in Computer Science, Mathematics, Statistics or Computer Engineering with a minimum of 5 years experience.
- A Higher degree in Information Science or other relevant disciplines is an added advantage.
- Evidence of experience in relevant organizations and knowledge of database administration.

Salary: CONTISS 8 STEP 01 (₦671,747.00 p.a)

Conditions of Service:
As obtainable in similar positions in the Federal Universities in Nigeria.

METHOD OF APPLICATION:
Candidates should forward applications and detailed Curriculum Vitae (15 copies) stating, Date of Birth, Marital Status, State and LGA, Full Qualification(s), 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.

Applicants should indicate very clearly in their applications, and request their Referees to do same, the position applied for and the relevant department

Only the applications of shortlisted candidates will be acknowledged.

This advertisement is also available on the University of Ibadan Website: www.ui.edu.ng.

Omotayo O. Ikotun (Mrs.)
Registrar.