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Special Release

04 July, 2011

## **APPOINTMENT OF REGISTRAR**

The Governing Council of the University of Ibadan hereby announces that the position of Registrar will be vacant by 31 December, 2011. In accordance with the provisions of the University's (Miscellaneous Provisions) Decree No11 of 1993 (as amended by Decree No 25, 1996) and by the University (Miscellaneous) (Amendment) Act, 2003 and in exercise of its powers as contained therein, the Governing Council wishes to commence the process of filling the impending vacancy.

Applications are hereby invited from suitably qualified candidates for the post. Interested applicants are requested to note the following information about the university.

### THE UNIVERSITY

The University of Ibadan (UI), established in 1948, first as a constituent college of the University of London, became a full fledged University in 1962 and has continued to blaze the trail as the foremost Nigerian University and the crucible of human capacity development in Nigeria and indeed sub-Saharan Africa. On the account of its size, the numbers of faculties and institutes, the huge number of courses both at undergraduate and postgraduate levels and competent reach to the larger society through the output and community services, UI remains the flagship of higher education in Nigeria. In the globalized and highly competitive knowledge economy, Ibadan has continued to rise and blossom amongst its peers in the world. The history of higher education in Nigeria will not be complete without prominent mention of the University of Ibadan in areas of medicine (where its Faculty have pioneered research in sickle cell, neurosciences, community and public health medicine, maternal and child health), in humanities and liberal arts where it has produced a Nobel Laureate in Literature and world giants in history and literature. Not in the least are the exploits of staff and students in education, technology, agriculture and veterinary medicine etc. Many staff and alumni/alumnae are recipients of the Nigerian National Order of Merit, and fellowship of the various National Academies. Indeed, if it is from Ibadan, it must be good quality.

With a full-time undergraduate population of 12,507 students and 13,803 students under the distance learning mode, UI provides access to education for a large segment of Nigerian youths desirous of obtaining quality certificates from the 'first and the best'. Moreover, the Postgraduate School with 7,280 students enrolled for higher degrees of Master and PhD is easily the largest of its type in Sub-Saharan Africa, and remains the pride of the nation.

UI has responded and will continue to respond to national and international challenges and there can be no better proof of this than the success story of the 171,564 alumni/alumnae that occupy important and pre-eminent positions nationally and internationally.

### THE POSITION

By virtue of the University of Ibadan Act 1962 as amended and other enactments, the Registrar is a principal officer and s/he is responsible to the Vice-Chancellor for the day-to-day administration of the affairs of the university (other than academic and financial affairs).

With a College of Medicine, 13 faculties, several institutes/centres, and some 101 academic departments and other service units, the Registrar carries a huge and enormous responsibility. Promotion of the welfare and discipline of a thriving workforce comprising 1284 academic staff and 3,199 non-teaching staff relies largely on the capability and quality leadership the Registrar can provide. Indeed the registry is the window through which the general “state of health or otherwise” of the University can be viewed from within and outside. The Registrar is the Secretary to Council, Senate, Convocation and Congregation.

The Registrar is the repository of University documents/records and the archives of our past. By virtue of this responsibility the Registrar has an enviable carriage in the larger society and thus honor, privilege and respect deserving of the occupant.

#### QUALIFICATIONS

Candidates must possess a good Honours degree in humanities or related disciplines with at least 15 years relevant experience in university administration. Possession of a higher degree and membership of recognized professional bodies will be added advantages. Applicant must have occupied the position of at least Deputy Registrar in a tertiary institution.

#### THE CANDIDATE

The candidate shall be a person of rounded character and personality with excellent interpersonal relations. S/he must be able to instill confidence in others and command the loyalty and respect of people. S/he must fully understand the complexity of a university system and capable of bringing out the best in the subordinates. S/he must enjoy good health and be ICT compliant. S/he must be of pleasant disposition, high integrity and strong moral character so as to inspire and maintain discipline among staff and students.

#### CONDITION OF SERVICE

The appointment shall be for a period of five years and the candidate may, on the basis of satisfactory performance, be re-appointed for a further period of five years and no more. Fringe benefits include pension scheme as may from time to time be approved by the Governing Council, furnished accommodation, official vehicle and driver and other benefits applicable to similar positions.

**Salary – CONTISS 15**

#### METHOD OF APPLICATION

Interested candidates are invited to note and comply with the following conditions:

- a) Fifty copies of each application letter should be accompanied by 50 copies of Curriculum Vitae signed and dated by the candidate. The Curriculum Vitae must contain, among others, the candidate’s full name (surname first), Date of Birth (not age), gender, marital status, current address including e-mail and telephone numbers, nationality/state/local government, full qualifications/schools attended and working experiences and names and addresses of three referees.
- b) A vision and mission statement for the registry of no more than 1000 words.
- c) Each candidate must request each referee to forward a confidential report directly to the Vice-Chancellor.

All applications are to be forwarded under confidential cover in sealed envelope marked at the upper left hand corner “APPLICATION FOR THE POST OF REGISTRAR” University of Ibadan addressed to the Vice-Chancellor, University of Ibadan, Ibadan, to reach him not later than six (6) weeks from the date of this publication. Only applications of short-listed candidates will be acknowledged.

Professor I.F Adewole, FAS  
*Vice-Chancellor*