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Special Release

26 March, 2012

VACANCIES

INTERNAL AND EXTERNAL ADVERTISEMENT

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

- (1) Principal Technologist I – Equipment Maintenance Centre
 - (2) Consultant Family Physician – Ibarapa Community and Primary Health Care Programme
 - (3) Farm Manager – Teaching and Research Farm
 - (4) Technologist II – (Woodwork and Metalwork) Department of Physics
 - (5) Senior Executive Officer
 - (6) Higher Executive Officer
 - (7) Senior Executive Officer
 - (8) Higher Executive Officer
- } Research Management Office
- } Office of International Programmes

QUALIFICATION AND EXPERIENCE

For Position No.1: Candidates must possess a minimum of B.Sc. in Physics/Electronics. In addition, the candidate must either be an Associate of the Institute of Science Laboratory Technology (AISLT) with at least ten (10) years experience or a Fellow of the Institute of Science Laboratory Technology (FISLT) with at least seven (7) years experience. Possession of a higher qualification will be an added advantage.

Salary: CONTISS 11 (₦973,305.00)

For Position No. 2: Candidates must hold the Fellowship of the National Postgraduate Medical College or the West African College of Physicians in Specialist General Medical Practice or Family Medicine or other international equivalents. In the latter situation, evidence of substantial work in that field in Nigeria will be necessary. Possession of teaching or research experience will be an advantage. In addition, candidates should be ready to reside in Igboora, Oyo State, where the Ibarapa Community and Primary Health Care Programme is based.

Salary: CONTISS 13 Step 5 (₦ 1,677,227.00)

For Position No. 3: Candidates must possess a minimum of B.Sc. in Agriculture with at least ten (10) years, with 5 consecutive years of working experience, preferably someone still serving in a big commercial farm.

Duties

The successful candidates will be in charge of the professional coordination of four main divisions, namely:

- (i) Crops
- (ii) Technical division
- (iii) Livestock
- (iv) Administration

He/She will also be expected to:

- provide direct assistance to the Farm Director and his two Deputies
- make necessary arrangements for the Farm to participate in Agricultural shows;
- organize students' practicals;
- prepare monthly reports for his division(s);
- motivate the staff under him for efficiency, effectiveness and higher productivity;
- make regular contacts with Research Officers for experimental needs and implement such research findings on the Farm.

Salary: CONTISS 11 (₦ 973,305.00)

For Position No. 4: Candidates must possess the following qualifications:

(a) Final Diploma in Science Laboratory Technology (Metal or Woodwork) with at least two (2) years post-qualification experience in reputable institutions. In addition, applicants must be registered members of the Nigerian Institute of Science Laboratory Technology (NISLT).

(b) Higher National Diploma (HND) in Metal or Woodwork with at least two (2) years post-qualification experience in reputable institutions. In addition, applicants must be registered members of the Nigeria Society of Engineering Technicians (NASET) or the Council of Registered Engineers of Nigeria (COREN). Such applicants must be under 40 years of age.

Salary: CONTISS 7 (₦ 579,391.00)

For Position No. 5: Candidates should possess a good degree from a recognized institution with at least six (6) years relevant post-qualification experience, part of which must be in a related position. Possession of the following will be an added advantage: post-graduate degree, excellent communication skills, proficiency in the use of the Microsoft Office Suite (especially Word, Excel and Power Point), effective use of the Internet and Webpage design.

Responsibilities:

Responsibilities of the Senior Executive Officer in the Research Management Office (RMO) are primarily programmatic and involve documentation, grants writing, training, research support services, communication and the following:-

- (i) assisting the Director in the day-to-day activities of the RMO;
- (ii) organizing academic staff and post graduate research student grants' writing workshops, seminars, and other research related activities;
- (iii) liaising with relevant departments, units, external agencies etc. to develop collaborative multidisciplinary research projects for visiting researchers, staff and students;
- (iv) coordinating data collection and updating information on research funding opportunities.

Salary: CONTISS 8 (₦ 671,747.00)

For Position No. 6: Candidates should possess a good degree from a recognized institution with at least three (3) years relevant post-qualification experience, part of which must be in a related position. Possession of the following will be an added advantage: post-graduate degree, excellent communication skills, proficiency in the use of the Microsoft Office Suite (especially Word, Excel and Power Point), effective use of the internet and work experience in a related job.

Responsibilities:

Responsibilities of the Higher Executive Officer in the Research Management Office (RMO) are primarily programmatic and involve documentation, grants writing, training, research support services, communication and the following:-

- (i) disseminating information on research visitors, activities and opportunities to the University's research community;
- (ii) operating and maintaining the RMO website and the Research Africa funding opportunity database;
- (iii) searching relevant sources for information pertinent to RMO activities and advising appropriately;
- (iv) maintaining a directory of funded research projects;

- (v) preparing and submitting annual reports to the Director.

Salary: CONTISS 7 (₦ 579,391.00)

Skills (For Positions 5 & 6)

The candidates are required to have specialized skills, adequate levels of competence and experience in addition to, research, computer, and communication skills. The following skills are specifically required:

- Good written and oral communication ability, presentation and leadership skills;
- High level of competence in the use of computer and IT skills;
- People management skills;
- Organizing and planning skills;
- Ability to work independently and under pressure:
- Goal oriented, initiative, integrity, pro-activeness:
- Disposition to working extended hours.

For Position No. 7: Candidates should possess a good degree from a recognized institution with at least five (5) years relevant post-qualification experience, part of which must be in a related position. Possession of the following will be an added advantage: post-graduate degree, excellent communication skills, and proficiency in the use of the Microsoft Office Suite (especially Word, Excel and Power Point), effective use of the internet and Webpage design.

Responsibilities:

Responsibilities of the Senior Executive Officer in the Office of International Programmes (OIP) are primarily programmatic and involve documentation, research, communication, liaison, support services and the following:

- (i) assisting the Director in the day-to-day activities of the Office of International Programmes;
- (ii) organizing staff and students roundtables, seminars, and lectures and other international academic programmes;
- (iii) liaising with relevant departments, units, external agencies etc. to develop international programmes for visitors, staff and students, execute and reports on activities;
- (iv) following-up on recommendations/decisions relating to international programmes;
- (v) coordinating data collection and updating information on international programmes;
- (vi) operating a searchable database on MOUs and agreements and advising staff and students on provisions/requirements;
- (vii) coordinating University staff and students' exchange visits for more effective exchange experience for individual and institutional benefits;
- (viii) preparing and updating the Academic Links Newsletter and other OIP publications

Salary: CONTISS 8 (₦ 671,747.00)

For Position No. 8: Candidates should possess a good degree from a recognized institution with at least three (3) years relevant post-qualification experience. Possession of the following is an added advantage: Post-graduate degree, excellent communication skills, bilingual skills, proficiency in the use of the Microsoft Office Suite (especially Word, Excel and Power Point), effective use of the internet and work experience in a related job.

Responsibilities:

Responsibilities of the Higher Executive Officer in the Office of International Programmes (OIP) are primarily programmatic and involve documentation, research, communication, liaison, support services and the following:

- (i) disseminating information on international visitors, activities and opportunities to the University's research community;
- (ii) operating and maintaining the Office of International Programmes website and other web-based communication activities;
- (iii) searching relevant sources for information pertinent to OIP activities and advising appropriately;

- (iv) assisting with international staff and students' adjustment process in the areas of welfare, travel, security and immigration;
- (v) conducting entry and exit interviews, documenting observations and making recommendations appropriately;
- (vi) maintaining a directory of international visitors and scholars and maintaining follow-up contacts;
- (vii) preparing and submitting annual reports to the Director.

Salary: CONTISS 7 (₦ 579,391.00)

Skills (For positions 7 & 8)

The candidates are required to have specialized skills, adequate levels of competence and experience in addition to programme planning, research, computer, and communication skills. The following skills are specifically required;

- Good written and oral communication ability, presentation and leadership skills;
- High level of competence in the use of computer and IT skills;
- People management skills;
- Organizing and planning skills;
- Ability to work independently and under pressure
- Goal oriented, initiative, integrity, pro-activeness
- Disposition to working for extended hours

Conditions of Service:

Appointments will commence as soon as possible and will be to retiring age of 60 years. Successful candidates will be on probation for three years in the first instance. This may be extended for a specific period or confirmed to retiring age. Fringe benefits include a Pension Scheme in consonance with the Contributory Pension Scheme and appropriate allowances as may be approved from time to time by the University Council.

METHOD OF APPLICATION:

Candidates should forward their applications and detailed Curriculum Vitae (20 copies) stating: **Date of Birth, State of Origin, Marital Status, Full Qualification(s) with Dates, Experience, Names and Addresses of (3) three Referees** and **two (2) Photostat copies** of their certificates to reach the Deputy Registrar (Establishments), University of Ibadan, **not later than six (6) weeks** from the date of this publication. Candidates should also indicate their telephone numbers and e-mail addresses.

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. They should also advise their Referees to state in their Confidential Reports, the positions applied for and the Departments/Units where the positions are based in the University.

Only the applications of shortlisted candidates will be acknowledged.

V.A.A. Adegoroye
Acting Registrar.

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