



2747

Special Release

26 October, 2011

## **VACANCY**

### **INTERNAL ADVERTISEMENT**

Applications are invited from suitably qualified candidates for the following position in the Centre for Child and Adolescent Mental Health, University of Ibadan, Ibadan:

**Post:** Programme Officer – MacArthur Grant Liaison Officer

The John D. and Catherine T. MacArthur Foundation has awarded a Grant to the University of Ibadan to establish a Centre that will support the building up of “Child and Adolescent Mental Health” (CAMH) capacity in the West African Sub-Region and beyond. Aside University of Ibadan, other world class Centres across the four continents of Africa, Asia, Europe, and North America will provide support for the development of this Centre. The Centre will harbour programmes with training, research and service components.

#### **Responsibilities**

- work with the Director of the Centre;
- assist the Director in the day to day management of project activities to ensure that the expected targets are achieved;
- assist the Director to coordinate all the activities of the Centre in the area of training, research and service;
- ensure the smooth running of all the Centre’s training programmes according to schedule, including liaising with the Post Graduate School, tutors, supervisors and students;
- edit publications emanating from the Centre;
- coordinate, manage and monitor all new and on-going research projects in the Centre
- coordinate, manage and monitor CAMH training and service sites;
- assist with the design, uploading of information and maintenance of the Centre’s web page;
- write proposals and produce timely monitoring and evaluation reports on project activities;
- prepare work and resource plans;
- ensure proper and timely control of correspondence and other documentation;
- arrange travel and accommodation for the Centre’s officials and other internal and external partners;  
provide follow up to organizations and stakeholders of the project;
- organise and facilitate the Centre’s meetings and consultations between partners;  
produce notices and minutes of meetings;
- manage and administer the Centre in an efficient manner;
- carry out any other tasks as may be assigned by the Centre’s Director.

## Required Competencies

- excellent organisational and coordination skills and ability to multitask;
- project planning, management and implementation skills.
- excellent computer skills including a strong working experience of Microsoft office packages, MS word, Excel, Access, Outlook, Power point and Corel Draw;
- web design and maintenance skills;
- ability to write grant proposals and progress reports;
- knowledge of a project scheduling tool or methodology (MS Project or Prince 2);
- ability for out of town travel as and when due;
- high level of personal and professional integrity;
- self motivation with ability to work with minimal or no supervision;
- excellent communication and editing skills, including a very high standard of written and spoken English.

## QUALIFICATIONS/EXPERIENCE/SALARY

At least a Bachelor's degree in the Social Sciences, the Humanities, Science or a Science-based discipline is required.

**Salary:** CONTISS 08 Step 10 (~~₦881,501.00~~ – ~~₦998,031.00~~)

### Condition of Service:

Appointment will commence as soon as possible but it is NOT pensionable.

### METHOD OF APPLICATION:

Interested Candidates should forward their application with fifteen (15) copies of detailed **Curriculum Vitae** (35 copies) stating: **Age, Marital Status, Full Qualification(s), 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 four (4) weeks** from the date of this publication.

Applicants are requested to inform their Referees to send Confidential Reports on them directly to the Deputy Registrar (Establishments), University of Ibadan, from whom further details may be obtained. The Referee's reports and envelopes containing the applications should be marked "Programme Manager, Centre for Child and Adolescent Mental Health" on the left side upper margin.

Only the application of shortlisted candidates will be acknowledged.

This advertisement is also available on the University of Ibadan Website: <http://www.ui.edu.ng/jobs>.

**Omotayo O. Ikotun (Mrs.)**

*Registrar.*