



IBRAHIM BADAMASI BABANGIDA UNIVERSITY, LAPAI

(Office of the Registrar/Secretary to Council)

INTERNAL AND EXTERNAL ADVERTISEMENT FOR THE POSTS OF REGISTRAR, BURSAR and UNIVERSITY LIBRARIAN OF IBB UNIVERSITY, LAPAI

The Governing Council of Ibrahim Badamasi Babangida University, Lapai, hereby announces that the positions of REGISTRAR, BURSAR and UNIVERSITY LIBRARIAN of the University will be vacant by 31st December, 2017. Suitably qualified and interested individuals are invited to apply for the positions.

I. REGISTRAR

A. The Job

The Registrar, who is the Chief Administrative and one of the Principal Officers of the University, shall be responsible to the Vice-Chancellor for the day-to-day administration of the University. By virtue of his/her office, he/she shall be the Secretary to Council, Senate, Congregation and Convocation.

B. Qualifications

- i. Candidates must possess a Bachelors degree in a related discipline not below 2nd Class Lower and a Masters degree from a recognized University.
- ii. Candidates must have at least fifteen (15) years of University or cognate experience, twelve (12) of which shall be at post Master's degree and must not be below the rank of a Deputy Registrar.
- iii. Possession of relevant professional qualification would be an added advantage.
- iv. Candidates must have appropriate Computer skills.

C. Condition of Service

The appointment for the post of Registrar will be for a single term of five (5) years only. The remuneration and condition of service are as applicable to the post of Registrar in Nigerian Public Universities and as may be determined by the Council and the Government from time to time.

Note: Candidate shall not be more than 60 years at the time of application.

2. BURSAR

A. The Job

The Bursar shall be responsible to the Vice-Chancellor for the day-to-day administration and control of the financial affairs of the University.

B. Qualifications and Experience

Candidates applying for the position of the Bursar must possess the following:

- i. A good honours degree in Accounting.
- ii. A professional certificate such as ICAN/ANAN/ACCA.
- iii. Possession of relevant postgraduate qualification will be an added advantage.
- iv. At least fifteen (15) years cognate working experience, preferably in a recognized University. Candidates must not be below the rank of Deputy Bursar.
- v. Candidates must have appropriate Computer skills.

C. Condition of Service

The appointment for the post of Bursar will be for a single term of five (5) years only. The remuneration and condition of service are as applicable to the post of Bursar in Nigerian Public Universities and as may be determined by the Council and the Government from time to time.

Note: Candidate shall not be more than 60 years at the time of application.

3. UNIVERSITY LIBRARIAN

A. The Job

The University Librarians shall be responsible to the Vice-Chancellor for the provision of Library services in the University and its constituent Departments/Units.

B. Qualifications and Experience

Candidates applying for the position of the University Librarian must possess the following:

- i. PhD in Library Science or in Library and Information Science.
- ii. Considerable academic publications.
- iii. At least fifteen (15) years relevant working experience in a Tertiary Institution, preferably in a recognized University. Candidates must not be below the rank of Deputy Librarian.
- iv. He/She must be a registered member of the Librarians Registration Council of Nigeria (LRCN).
- v. Candidates must have appropriate Computer skills.

C. Condition of Service

The appointment for the post of University Librarian will be for a single term of five (5) years only. The remuneration and condition of service are as applicable to the post of University Librarian in Nigerian Public Universities and as may be determined by the Council and the Government from time to time.

Note: Candidate shall not be more than 60 years at the time of application.

Method of Application

Qualified and interested candidates are required to submit twenty five (25) copies of application letter, credentials and Curriculum Vitae with the following information:

- i. Full name – Surname first
- ii. Marital status
- iii. Number of Children, including the age of each child
- iv. Date and place of birth, Local Government Area, State of Origin and Nationality
- v. Current postal address
- vi. Educational qualifications obtained with dates
- vii. Academic and Professional bodies/Associations
- viii. Work experience, status and salary level
- ix. Hobbies
- x. Names and address of three referees one of whom must be the present employer

Photocopies of relevant credentials must be attached under confidential cover in an envelope sealed and marked "POST OF REGISTRAR", "POST OF BURSAR" and "POST OF UNIVERSITY LIBRARIAN", IBB University, Lapai and addressed to:

The Registrar and Secretary to Council,
Ibrahim Badamasi Babangida University,
P.M.B. 11, KM 3, Minna Road, Lapai,
Niger State, Nigeria.

Applicants are also required to submit 25 copies of not more than two pages statement of their vision for the Registry, Bursary and Library Departments of the University. Applications and Referees' reports should be submitted not later than six (6) weeks from the date of this publication.

Referees

Candidates are advised to request three of their referees to forward reports on them under confidential cover to the Registrar and Secretary to Council, IBB University, Lapai.

Signed:

The Registrar/Secretary to Council, IBB University, Lapai.