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Special Release

24 January, 2019

INTERNAL ADVERTISEMENT (LATERAL CONVERSION)

Applications are invited from suitably qualified candidates within the University of Ibadan for the under-listed position in the Registry of University of Ibadan, Ibadan.

Administrative Officer (CONTISS 08)

QUALIFICATIONS AND EXPERIENCE

- i. Candidate must possess 5 O' level credits including English Language plus B.A/B/Sc./B.Ed./B.Tech. (Minimum of Second Class Lower Division) from a recognised University.
- ii. Candidate must currently be on CONTISS 8.
- iii. Candidate must be sound in both written and spoken English.
- iv. Candidate must be well versed in administrative skills.
- v. Candidate currently on Executive Cadre whose schedule of duties are related to administrative schedule will be given priority.
- vi. Candidate must be Computer Literate.

Salary: CONTISS 08 (₦ 682,547.00 - ₦ 1,008,831.00)

Conditions of Service:

As obtainable in similar position in the Federal Universities in Nigeria

METHOD OF APPLICATION:

Applicants should forward their letters of application through their Heads of Departments/Centres/Units, two (2) Photostat copies of their certificates and detailed Curriculum Vitae (20 copies) stating: Full Names (Surname first), Date of Birth (not age), Gender, Marital Status, State of Origin, Mobile/Telephone numbers, Postal/E-mail Address, Full Qualification(s) with Dates, Work experience and Names and Address of three (3) Referees.

Applications should reach the Deputy Registrar, Human Resource and Development (Non-Teaching), **not later than two (2) weeks** from the date of this publication.

Applicants are requested to inform their Referees to send Confidential Reports on them using letterhead directly to the Deputy Registrar, Human Resource and Development (Non-Teaching), University of Ibadan, from whom further details may be obtained.

Only the applications of shortlisted candidates will be acknowledged.

Thank you

Olubunmi O. Faluyi, *MCIPM, MAUA*
Registrar