

**UNIVERSITY OF NIGERIA, NSUKKA
OFFICE OF THE REGISTRAR
PERSONNEL SERVICES**

Ref. No: UNP/SSR.37

November 29, 2024

INTERNAL AND EXTERNAL ADVERTISEMENT

Administrative Staff Vacancies

Applications are invited from suitably qualified candidates to fill the following vacancies in the University of Nigeria, Nsukka that will be vacant in February 2025.

1. Director, Information and Communication Technology (DICT)

Advertisement Reference Number: UNP/SSR.37/2024/11/DICT

Qualifications and Experience

Candidates must possess a good honours degree in Computer Science or exceptionally an advanced degree in Computer Science plus extensive experience in computer application, including at least fifteen (15) years administrative experience as well as extensive professional experience in Computer Science and Computer Applications. A higher degree in Computer Science will be an advantage. Candidates must not be above sixty (60) years of age before the date of appointment.

Salary Scale: The salary is CONTISS 15 as applicable in the University.

2. Director, Works Services

Advertisement Reference Number: UNP/SSR.37/2024/11/DWS

Qualifications and Experience

Candidates must possess a good honours degree in Engineering from a recognized University, registered with the Council of Registered Engineering of Nigeria, including at least fifteen (15) years post qualification cognate experience. A higher degree in Engineering will be an advantage. Candidates must not be above sixty (60) years of age before the date of appointment.

Salary Scale: The salary is CONTISS 15 as applicable in the University.

3. Director, Physical Planning

Advertisement Reference Number: UNP/SSR.37/2024/11/DPP

Qualifications and Experience

Candidates for the post must possess at least a good honours degree in Architecture, Civil Engineering, Quantity Surveying, and Building or other related discipline or equivalent professional qualifications in any of the disciplines plus a minimum of fifteen (15) years post

qualification cognate experience, preferably in a University or in a top management position in any appropriate large organization. Candidates must also be registered with relevant professional bodies. A higher degree in Architecture, Civil Engineering, Quantity Surveying, and Building or other related discipline will be an advantage. Candidates must not be above sixty (60) years of age before the date of appointment.

Salary Scale: The salary is CONTISS 15 as applicable in the University.

4. Director, Internal Audit

Advertisement Reference Number: UNP/SSR.37/2024/11/DIA

Qualifications and Experience

Candidates must possess a good honours degree in Accounting or Finance from a recognized University, a professional Certificate and a registered member of ACA, ACIS, ACCA, ACMA or AIA, ICAN, ANAN or its equivalent, including at least fifteen (15) years post qualification cognate experience. A higher degree in Accounting or Finance will be an advantage. Candidates must not be above sixty (60) years of age before the date of appointment.

Salary Scale: The salary is CONTISS 15 as applicable in the University.

5. Director, Medical Services

Advertisement Reference Number: UNP/SSR.37/2024/11/DMS

Qualifications and Experience

Candidates must possess a good honours degree in Medicine registerable with Medical and Dental Council of Nigeria from a recognized University, including at least fifteen (15) years post qualification cognate experience in general medicine. An additional qualification, preferably a Masters degree in relevant field of medicine, or Fellowship of Nigerian Medical College of General Practitioners, or Postgraduate degree on Community Medicine, or Diploma in tropical Medicine, where applicable will be an advantage. The candidate for the post must be a Consultant. Candidates must not be above sixty (60) years of age before the date of appointment.

Salary Scale: The salary is CONMESS 07 as applicable in the University.

6. Director, Legal Services

Advertisement Reference Number: UNP/SSR.37/2024/11/DLS

Qualifications and Experience

Candidates must possess a good honours degree in Law from a recognized University, certificate from Nigeria Law School, with at least fifteen (15) years cognate experience. A higher degree in Law will be an advantage. Candidates must not be above sixty (60) years of age before the date of appointment.

Salary Scale: The salary is CONTISS 15 as applicable in the University.

7. Director, Sports Council

Advertisement Reference Number: UNP/SSR.37/2024/11/DSC

Qualifications and Experience

Candidate must possess a good honours degree in Physical Education from a recognized University, with at least fifteen (15) years cognate experience in coaching and sports administration as a full-time staff of a University Sports Council. A higher degree in Physical Education will be an advantage. Candidates must not be above sixty (60) years of age before the date of appointment.

Salary Scale: The salary is CONTISS 15 as applicable in the University.

8. Chief Security Officer

Advertisement Reference Number: UNP/SSR.37/2024/11/CSO

Qualifications and Experience

Candidates must possess a good honours degree in Law, Psychology or Social Work from a recognized University or an ex-service man not below the rank of Deputy Superintendent of Police or equivalent rank IN other armed forces, with at least fifteen (15) years cognate experience. A higher degree in related disciplines will be an advantage. Candidates must not be above sixty (60) years of age before the date of appointment.

Salary Scale: The salary is CONTISS 15 as applicable in the University.

9. Director of Procurement

Advertisement Reference Number: UNP/SSR.37/2024/11/DP

In accordance with the Procurement Act 2007, the Governing Council at its 289th (Regular) Meeting held between October 08 and 11, 2024, approved the establishment of the position of Director in the University. The Procurement Unit is the Centre of procurement activities of the University which requires Procurement Officer with a proven procurement experience.

Qualifications and Experience

Candidates must possess a good honours degree in Purchasing and Supply Management, Economics, Business Administration, Accountancy, Quantity Survey, Insurance, Banking, Law, Marketing, Statistics, Computer Science, Banking and Finance, Engineering or other related disciplines in Management from a recognized University, with at least fifteen (15) years cognate experience. The candidate must possess good human relations and exhibit considerable degree of competence, responsibilities and integrity in the running of Procurement Unit. He/she must also have extension and in-depth knowledge of the University system. A higher degree in the related disciplines will be an advantage. Candidates must not be above sixty (60) years of age before the date of appointment.

Salary Scale: The salary is CONTISS 15 as applicable in the University.

10. Public Relations Officer

Advertisement Reference Number: UNP/SSR.37/2024/11/PRO

Qualifications and Experience

Candidates must also possess a good honours degree in Mass Communication, Journalism, English and Literary Studies or any other equivalent qualifications, including at least fifteen (15) years cognate experience. A higher degree in related disciplines will be an advantage. Candidates must not be above sixty (60) years of age before the date of appointment.

Salary Scale: The salary is CONTISS 15 as applicable in the University.

Conditions of Service

As applicable to University of Nigeria.

Method of Application

Twenty-five copies of typewritten application, quoting relevant advertisement reference number together with twenty-five copies of up-to-date Curriculum Vitae, giving the following details, full name with Surname First, Post desired, age, date and place of birth, sex, nationality, permanent home address, current postal address, marital status and number of children (with age), educational Institutions attended with dates, academic and professional qualifications obtained with dates, previous employers, post held with dates, present employers, Status and Salary, list of publications (if any), with relevant details, extra-curricular activities and names and address of three references, competent to report on the candidate's suitability for the post applied for, should be forwarded to:

The Registrar
University of Nigeria, Nsukka

Also to be forwarded along with the applications are two photocopies of each certificate claimed including the NYSC discharge certificate or evidence of exemption from service where applicable.

CLOSING DATE: Six weeks from the date of this publication.

/Sgd./

Dr. Mrs. C. N. Nnebedum, FIIA, FCAI, MAIEA, MAUA (UK)

Registrar