

USMANU DANFODIYO UNIVERSITY, SOKOTO

(Office of the Registrar and Secretary to Council)



INTERNAL AND EXTERNAL ADVERTISEMENT

VACANCY ANNOUNCEMENT FOR THE POST OF BURSAR OF USMANU DANFODIYO UNIVERSITY, SOKOTO

The Governing Council of Usmanu Danfodiyo University, Sokoto, before its dissolution, had at its 166th Regular Meeting held on 11th May, 2023 granted approval for the placement of advert for the vacant position of Bursar of the University. In line with the provisions of the Universities (Miscellaneous Provision) Amended Act, 2007, the Council directed that the post should be advertised. **Therefore, applications are invited from suitably qualified candidates for the post of Bursar of the Usmanu Danfodiyo University, Sokoto.**

1. THE POSITION

The Bursar is a Principal Officer and as the Chief Financial Officer of the University is responsible to the Vice Chancellor for the day-to-day administration and control of the financial affairs of the University.

For the vacant post, the University seeks candidates with the vision, proven academic distinction, managerial ability, integrity and transparency in private and public life. The candidates should have the ability to develop linkages with the external communities to support the emerging needs of the University, command respect and engender cooperation and loyalty of staff and students of the University.

2. QUALIFICATIONS AND EXPERIENCE

Candidates must possess good honours degree **not below Second Class Lower Division** in Accounting from a recognized University as well as recognised professional qualifications, such as ICAN, ACA, ANAN, CPA, ACMA or ACCA. The candidates must have had not less than fifteen (15) years cognate post-qualification experience preferably in a University or comparable institution and at Senior Management position. They must also be Information and Communication Technology (ICT) compliant and be able to command respect and to carry colleagues along. The possession of higher degree(s) would be an

added advantage. The candidates must not be more than **sixty (60) years** at the time of assumption of duty.

3. METHOD OF APPLICATION

Applicants are required to submit 30 copies of their applications and detailed Curriculum Vitae (CV) along with the **vision for the position**, providing information on the following highlighting, among others:

Full Names, Place and Date of Birth, Permanent Home Address; Contact Address, Cell Phone Numbers; e-mail Address; Nationality; Marital Status; Number and Ages of Children; Educational Institutions Attended with Dates; Academic qualifications with Dates (photocopies to be attached); Professional Qualifications; Employment Records; statement of experience including full details of former and present posts, Extra Curricular Activities; Name and Addresses of three Referees; and **Vision of the University in the next five years with particular reference to funds generation and management (not more than 500 words)**

A soft copy of the application and CV should also be sent to:

registrar@udusok.edu.ng

4. SALARY AND CONDITIONS OF SERVICE

Remuneration and other conditions of service are as applicable to the post of a Bursar of all Nigerian Federal Universities and as may be determined from time to time by the Federal Government of Nigeria/Governing Council as appropriate.

5. CLOSING DATE

All applications are to be submitted under confidential cover with envelope marked "POST OF THE BURSAR, U.D.U., SOKOTO" addressed to the Registrar and Secretary to Council, Usmanu Danfodiyo University, P.M.B. 2346, Sokoto, not later than **six (6) weeks** from the date of this publication. Referees should also be advised to send their reports in confidential cover directly to the **Registrar**, Usmanu Danfodiyo University, PMB 2346, Sokoto.

(Signed)

NURUDEEN ABUBAKAR BELKO

Registrar & Secretary to Council