

USMANU DANFODIYO UNIVERSITY, SOKOTO

(Office of the Vice Chancellor)



INTERNAL AND EXTERNAL ADVERTISEMENT FOR

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

The Honourable Minister of Education, hereby announces that the position of the Registrar of Usmanu Danfodiyo University, Sokoto will be vacant in July, 2024. In accordance with the provisions of the Universities (Miscellaneous Provisions) Decree No. 11 of 1993 (as amended by Decree No. 25 1996) and by the Universities (Miscellaneous) (Amendment) Act 2003 and in exercise of his powers therein, the Honourable Minister wishes to commence the process of filling the impending vacancy.

Applications are hereby invited from suitably qualified Candidates for the post.

1. THE POSITION

The Registrar is the Chief Administrative Officer of the University and shall be responsible to the Vice Chancellor for the day-to-day administrative work of the University except as regards matters for which the Bursar is responsible in accordance with Section 6(2) of the Universities (Miscellaneous Provisions) Decree No. 11 of 1993. The Registrar is by virtue of that office, also Secretary to Council, Senate, Congregation and Convocation.

2. QUALIFICATIONS AND EXPERIENCE

Candidates must possess good honours degree **not below second class (lower division)** in Arts and Humanities obtained from a recognized University as well as membership of any recognized relevant professional body. The Candidates must have had not less than fifteen (15) years post-qualification experience preferably in a University or comparable institution. The Candidates must not be below the rank of Deputy Registrar or cognate senior management position. They must also be

Information and Communication Technology (ICT) compliant and command respect and be able 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.

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

vchancellor@udusok.edu.ng

3. SALARY AND CONDITIONS OF SERVICE

Remuneration and other conditions of service are as applicable to the post of a Registrar in Nigerian Federal Universities and as may be determined from time to time by the Federal Government of Nigeria/Governing Council as appropriate. In accordance with the Universities (Miscellaneous Provisions) Decree No. 11 of 1993 (as amended), section 6(4) and 6(5), the successful Candidates shall hold office for five years in the first instance. The appointment may however be renewed for one year and no more. Fringe benefits include pension in consonance with the Contributory Pension Scheme and appropriate allowances as may be approved from time to time by the Government/University Council.

4. 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 on Repositioning the Registry in the University in the next five years to meet with current needs (not more than 500 words)**

5. CLOSING DATE

Applications should be submitted under confidential cover with envelope marked "POST OF THE REGISTRAR, UDU, SOKOTO" addressed to the **Vice Chancellor** to reach him 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 **Vice Chancellor**, Usmanu Danfodiyo University, PMB 2346, Sokoto.

Only applications of short-listed Candidates will be acknowledged.

(Signed)

PROFESSOR L. S. BILBIS

Vice Chancellor