

USMANU DANFODIYO UNIVERSITY, SOKOTO
(Office of the Registrar)

INTERNAL AND EXTERNAL ADVERTISEMENT

The Usmanu Danfodiyo University, Sokoto, Nigeria, invites applications from suitably qualified candidates for the following positions:

- i. **Director, Estate & Municipal Services**
- ii. **Director, Physical Planning and Development**
- iii. **Director, University Health Services**
- iv. **Director, Procurement**
- v. **Director, Security.**

1.0 DIRECTOR, ESTATE & MUNICIPAL SERVICES

The Director, Estate & Municipal Services is responsible to the Vice Chancellor for managing and maintaining the university's physical infrastructure, including buildings, roads, utilities, gardens, parks and general landscape. The Director will additionally provide strategic leadership and direction for the Estate & Municipal Services Directorate, ensuring that the university's physical environment is safe, functional, and conducive to learning.

1.1 Key Responsibilities

- i. Providing strategic leadership and direction for the Estate & Municipal Services Directorate.
- ii. Planning, organizing, and supervising the maintenance and repair of university buildings, roads, and utilities, gardens, landscape and parks.
- iii. Developing and implementing policies and procedures for the management of the university's physical infrastructure.
- iv. Collaborating with other departments to ensure that the university's physical environment is safe and functional.
- v. Managing the Directorate's budget and resources.
- vi. Supervising and evaluating the performance of staff in the Estate & Municipal Services Directorate.

1.2 Requirements

- i. At least a second-class honours lower division degree in Estate Management and Valuation, Urban & Regional Planning, Town Planning, Civil/Mechanical/Electrical Engineering, Architecture, Quantity

- Surveying, and Building or a related field plus NYSC Discharge or Exemption Certificate.
- ii. A minimum of **12** years of post-qualification experience in a relevant field, with at least four **4** years in a senior management position in tertiary academic institution.
 - iii. ICT proficiency
 - iv. Proven experience in managing physical infrastructure in a tertiary institution.
 - v. Strong leadership, communication, and interpersonal skills.
 - vi. Registration with regulatory bodies (e.g. ARCON CORBON, COREN, QSRVN, TOPREC,).
 - vii. Ability to work effectively in a fast-paced environment.

1.3 Conditions of Service

The successful candidate will be appointed for a single non-renewable term of five (5) years and shall be entitled to such benefits and allowances as approved by the Federal Government of Nigeria and/or the Governing Council as the case may be.

2.0 DIRECTOR, PHYSICAL PLANNING AND DEVELOPMENT

The Director of the Physical Planning and development unit is responsible to the Vice Chancellor for the overall planning and development of the university's physical infrastructure, including buildings, roads, parks, gardens, and utilities. The Director will additionally provide strategic leadership and direction for the Physical Planning Directorate, ensuring the design of a safe, functional, and conducive learning environment.

2.1 Key Responsibilities

- i. Providing strategic leadership and direction for the Physical Planning Unit.
- ii. Developing and implementing the university's physical development, master plans, and policies.
- iii. Coordinating the preparation of master plans, and detailed designs, for university projects.
- iv. Managing the unit's budget and resources.
- v. Supervising and evaluating the performance of staff in the Physical Planning Unit.
- vi.

2.2 Requirements

- i. At least a second-class lower, honours degree in Architecture, Building, Civil/Mechanical/Electrical Engineering, Quantity Surveying, Urban and

- Regional Planning or a related field plus NYSC discharge or exemption certificate.
- ii. A minimum of **12** years of post-qualification experience in physical planning, architecture, or a related field, with at least four **4** years in a senior management position in a tertiary academic similar institution.
 - iii. Strong leadership, communication, and interpersonal skills.
 - iv. Ability to work effectively in a fast-paced environment.
 - v. Registration with regulatory bodies (e.g. ARCON CORBON, COREN, QSRVN, TOPREC,).
 - vi. ICT proficiency

2.3 Conditions of Service

The successful candidate will be appointed for a single term non-renewable of five (5) years and shall be entitled to such benefits and allowances approved by the Federal Government of Nigeria and the Governing Council of the university, as the case may be.

3.0 DIRECTOR, UNIVERSITY HEALTH SERVICES

The Director of Health Services is responsible to the Vice Chancellor for providing strategic leadership and direction for the university's health services, ensuring the provision of high-quality medical care to students, staff, and the university community. The successful candidate will oversee the management of the university's health facilities, including the University Health Centre, clinics, and other medical facilities.

3.1 Key Responsibilities

- i. Providing strategic leadership and direction for the university's health services.
- ii. Overseeing the management of the university's health facilities.
- iii. Developing and implementing policies and procedures for medical services.
- iv. Coordinating the provision of medical care to students, staff, and the university community.
- v. Supervising and evaluating the performance of medical staff.
- vi. Collaborating with external healthcare providers and regulatory bodies.
- vii. Managing the budget and resources of the Health Services Department.

3.2 Requirements

- i. MBBS + NYSC discharge or exemption certificate.

- ii. Evidence of current registration with the Medical and Dental Council of Nigeria (MDCN).
- iii. Professional certification in Medicine (e.g., FWACP, FMCP, FRCP).
- iv. A minimum of **12** years of post-qualification experience in medical practice with at least four **4** years satisfactory service as Chief Medical Officer.
- v. ICT proficiency
- vi. Strong leadership, communication, and interpersonal skills.
- vii. Ability to work effectively in a fast-paced environment.

3.3 Conditions of Service

The successful candidate will be appointed for a single non-renewable term of five (5) years and shall be entitled to such benefits and allowances as approved by the Federal Government of Nigeria and the Governing Council of the university, as the case may be.

4.0 DIRECTOR, PROCUREMENT

The Director of Procurement shall serve as the Head, Procurement Unit of the University. He will be responsible to the Vice Chancellor in superintending over the procurement functions of the university, ensuring compliance with the Public Procurement Act 2007 (as amended) and other relevant regulations.

4.1 Responsibilities

- i. Providing strategic leadership in the procurement unit of the university.
- ii. Developing and implementing procurement policies and procedures in line with the Public Procurement Act 2007 (as amended).
- iii. Managing the procurement process, including planning, tendering, evaluation, and contract management.
- iv. Ensuring compliance with procurement regulations and standards.
- v. Collaborating with other departments to ensure effective procurement planning and execution.
- vi. Providing training and capacity building for procurement staff.
- vii. Managing the university's procurement budget and ensuring value for money.

4.2 Requirements

Applicants **must** possess the following qualifications and experience:

- i. A minimum of second-class lower honours degree in Economics, Mathematics, Statistics, Computer Science, Educational Administration and Planning, Accounting, Purchasing and Supply, Business Administration, Quantity Surveying, Supply Chain Management, and Procurement or a related field plus NYSC discharge or exemption certificate.
- ii. At least **12** years of post-qualification experience in procurement, with at least four **4** years in a senior management position.
- iii. Proficiency certification on procurement from the Bureau of Public Procurement (BPP).
- iv. Strong understanding of the Public Procurement Act 2007 (as amended) and other relevant procurement regulations.
- v. Excellent leadership, communication, and interpersonal skills.
- vi. ICT proficiency

4.3 Conditions of Service

The successful candidate will be appointed for a single non-renewable term of five (5) years and shall be entitled to such benefits and allowances as approved by the Federal Government of Nigeria and the Governing Council as the case may be.

5.0 DIRECTOR SECURITY

The Director Security shall serve as the head of the directorate. He will be responsible to the vice Chancellor for overseeing the security and safety of all the campuses of the university, managing security personnel, coordinating emergency response plans, and developing policies to ensure a secure environment for students, staff and the entire university community.

5.1 Responsibilities

- i. Responsible to the vice Chancellor for providing effective leadership in the daily administration of the Directorate
- ii. Taking charge of all security matters and the general protection of lives and property in the university
- iii. Ensuring the maintainance of peace and order in the university
- iv. Providing a weekly intelligence report on security matters to the Vice chancellor
- v. Advising the vice chancellor on strategic security planning
- vi. Preparing Quarterly and Annual Reports for the Directorate
- vii. Making appropriate recommendation for the provision of up-to-date performance enhancement equipment

- viii. Maintaining cordial working relationships with other security agencies in the state
- ix. Liaising with other state security agencies in times of emergencies
- x. Ensuring redeployment of Security staff
- xi. Ensuring regular physical fitness training for security staff
- xii. Overseeing, assessing and coordinating the activities of private security companies engaged in the university and offering appropriate advice to the Vice chancellor
- xiii. Providing professional and community service

5.2 Requirements

Applicants shall:

- i. Possess a minimum of second-class lower honours degree in Crime Management, Security management, Prevention and Control, Law, Sociology, Social Policy and Administration plus NYSC discharge or exemption certificate. At least **12** years of post-qualification experience in Security Management with at least four 4 years in Senior Management position;

OR

- ii. Shall be Ex-serviceman with impeccable service record from the rank of Chief Superintendent of Police or equivalent in the Armed Forces, Department of State Service (DSS), and Nigerian Security and Civil Defense Corps (NSCDC)

5.3 Conditions of Service

The successful candidate will be appointed for a single non-renewable term of five (5) years and shall be entitled to such benefits and allowances as approved by the Federal Government of Nigeria and the Governing Council as the case may be.

6.0 METHOD OF APPLICATION

Candidates should forward fifteen (15) word-processed applications and fifteen (15) copies of detailed Curriculum Vitae with copies of credentials to:

**The Registrar, Usmanu Danfodiyo University,
Sokoto.**

The curriculum vitae should highlight the following:

- i. Full Name (Surname first in capital letters);
- ii. Place and Date of Birth
- iii. Nationality
- iv. State of Origin & Local Government Area;
- v. Permanent Home Address;
- vi. Present Postal Address/GSM Numbers/E-mail Address;
- vii. Marital Status;
- viii. Educational Institutions Attended with Dates;
- ix. Academic Qualifications Obtained with Dates;
- x. Professional Qualifications Obtained with Dates;
- xi. Working Experience including full details of former and present post(s);
- xii. Full details of service to the Nation and immediate community where applicable;
- xiii. List of Publications where applicable;
- xiv. Honours/Distinctions;
- xv. Extra-Curricular Activities;
- xvi. Names and addresses of three referees.

Candidates' submissions should be forwarded through courier in an envelope which should have the position applied clearly indicated on its top left-hand corner.

Candidates should also request their three Referees to separately send reports on them, under confidential cover, direct to **the Registrar, Usmanu Danfodiyo University, Sokoto**. The Referees should also be informed to indicate the positions applied for.

Applications must reach **the Registrar, Usmanu Danfodiyo University, Sokoto** NOT later than **Six (6) weeks** from the date of this publication.

Note: Only shortlisted candidates will be invited for an interview. The university reserves the right to verify any information provided by candidates. Applicants should not be over fifty-nine (59) years old on assumption of duty.

Signed
Ahmadu Shehu
Registrar & Secretary to Council