

July, 2026

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**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:

◆◆ **Director, Estate & Municipal Services**

◆◆ **Director, Procurement**

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 **Key Responsibilities**

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

❖❖.2 Requirements

- ❖❖. 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.
- ❖❖. 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.
- ❖❖. ICT proficiency
- ❖❖. Proven experience in managing physical infrastructure in a tertiary institution.
- ❖❖. Strong leadership, communication, and interpersonal skills.
- ❖❖. Registration with regulatory bodies (e.g. ARCON CORBON, COREN, QSRVN, TOPREC,).
- ❖❖. 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, 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.

2.1 Responsibilities

- ❖❖. Providing strategic leadership in the procurement unit of the university.
- ❖❖. Developing and implementing procurement policies and procedures in line with the Public Procurement Act 2007 (as amended).
- ❖❖. Managing the procurement process, including planning, tendering, evaluation, and contract management.
- ❖❖. Ensuring compliance with procurement regulations and standards.

- ◆◆. Collaborating with other departments to ensure effective procurement planning and execution.
- ◆◆. Providing training and capacity building for procurement staff.
- ◆◆. Managing the university's procurement budget and ensuring value for money.

2.2 Requirements

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

- ◆◆. 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.
- ◆◆. At least **12** years of post-qualification experience in procurement, with at least four **4** years in a senior management position.
- ◆◆. Proficiency certification on procurement from the Bureau of Public Procurement (BPP).
- ◆◆. Strong understanding of the Public Procurement Act 2007 (as amended) and other relevant procurement regulations.
- ◆◆. Excellent leadership, communication, and interpersonal skills.
- ◆◆. ICT proficiency

2.3 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.

3.0 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:

- ❖❖. Full Name (Surname first in capital letters);
- ❖❖. Place and Date of Birth
- ❖❖. Nationality
- ❖❖. State of Origin & Local Government Area;
- ❖❖. Permanent Home Address;
- ❖❖. Present Postal Address/GSM Numbers/E-mail Address;
- ❖❖. Marital Status;
- ❖❖. Educational Institutions Attended with Dates;
- ❖❖. Academic Qualifications Obtained with Dates;
- ❖❖. Professional Qualifications Obtained with Dates;
- ❖❖. Working Experience including full details of former and present post(s);
- ❖❖. Full details of service to the Nation and immediate community where applicable;
- ❖❖. List of Publications where applicable;
- ❖❖. Honours/Distinctions;
- ❖❖. Extra-Curricular Activities;
- ❖❖. 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 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