

SPECIAL BULLETIN
INTERNAL AND EXTERNAL ADVERTISEMENT
NON- ACADEMIC STAFF ESTABLISHMENT AND TRAINING DIVISION

Applications are hereby invited from suitable and qualified candidates for the following Non-Academic Staff positions at the Lagos State University, Ojo.

1. REGISTRY DEPARTMENT

- (a) **DEPUTY REGISTRAR - (HATISS 14)**
Candidates must possess a good honours degree NOT below Second Class Lower Division of a recognized University AND relevant post-qualification working experience, in University Administration OR comparable institutions for a period of NOT less than fourteen (14) years. The possession of a relevant higher degree, OR postgraduate professional qualifications in relevant field will be an advantage.
- (b) **CONFIDENTIAL SECRETARY I - (HATISS 07)**
Candidates must possess H. N. D. Secretarial Studies from a recognized institution not below Credit level with at least one year post qualification experience OR O. N. D. Secretarial Studies from a recognized institution not below Credit level with at least four years relevant experience OR WASC/GCE/SSCE with five (5) credits including English Language plus 120/50 w.p.m. in Shorthand and Typewriting with at least four years relevant experience. Candidates must be computer literate.
- (c) **CONFIDENTIAL SECRETARY II - (HATISS 06)**
Candidates must possess O. N. D. Secretarial Studies from a recognized institution not below Credit level with at least one year experience OR WASC/GCE/SSCE with five (5) credits including English Language plus 100/35 w.p.m. in Shorthand and Typewriting with at least one year relevant experience. Candidates must be computer literate

2. BURSARY DEPARTMENT

(a) **ACCOUNTANT I - (HATISS 08)**

Candidates must possess approved University Degree or HND not below Second Class Lower Division in Accounting plus at least four (4) years post qualification experience OR Final Certificate of ACA/ACCA/ACMA plus at least four (4) years post qualification experience. In addition, candidates must be computer literate.

(b) **ACCOUNTANT II - (HATISS 07)**

Candidates must possess a University Degree or HND not below Second Class Lower Division in Accounting plus at least one (1) year post qualification NYSC experience OR Professional I of the ACA/ACCA/ACMA plus 2 years post qualification experience. In addition, candidates must be computer literate.

(c) **HIGHER EXECUTIVE OFFICER (ACCOUNTS) - (HATISS 07)**

Candidates must possess a University Pass Degree from an approved University in Accounting or relevant discipline plus at least one (1) year post qualification NYSC experience OR Higher National Diploma in Accounting or relevant discipline plus one (1) year post qualification NYSC experience. In addition, candidates must be computer literate.

(d) **EXECUTIVE OFFICER (ACCOUNTS) - (HATISS 06)**

Candidates must possess OND/NCE Accounts or relevant discipline not lower than pass level with at least one (1) year post qualification experience. In addition, candidates must be computer literate.

3. LASU MUSEUM

(a) **PRINCIPAL CULTURAL OFFICER I [HATISS 11]**

Candidates must possess a good honours degree NOT below Second Class Lower Division in Museum Study or related discipline PLUS a diploma in Museum Studies. A Masters degree in Museum Study or discipline related to the Museum's mission and collections (Fine Art – Sculpture, History preservation, Public History, Anthropology, Archaeology, etc), will be an added advantage. In addition, candidates must have acquired minimum of eight (8) years experience in museum work, particularly in Conservation. Candidates must demonstrate ability to initiate programmes, train and motivate people, coordinate activities, speak publicly and deal effectively with community groups and interests. Computer literacy will be an advantage.

(b) **HIGHER CULTURAL OFFICER [HATISS 07]**

Candidates must possess a good honours Degree not below Second Class Lower Division in Museum Study or a discipline related to the museum's mission and collections (Fine Art – Sculpture, History

preservation, Public History, Anthropology, Archaeology, etc) A diploma or experience in museum work and ability to speak publicly will be an advantage.

- (c) **HIGHER TECHNICAL OFFICER (FINE ART/SCULPTURE [HATISS 07]**
Candidates must possess a Higher National Diploma not below Lower Credit from an accredited Polytechnic. A diploma in Museum Study and/or a keen interest to pursue a career in the field will be an advantage. Candidates must demonstrate the ability to produce facsimiles, arrange exhibits, arrange materials, prepare and produce materials for exhibition, and train other people.

4. ACADEMIC PLANNING DIRECTORATE

PRINCIPAL ACADEMIC PLANNING OFFICER [HATISS 11]

Candidates must possess a good honours degree in any of the following disciplines – Mathematics, Statistics, Economics, Educational Management with bias in Mathematics/Statistics/Economics plus a minimum of 9 years cognate experience. Candidates must, in addition, have a relevant postgraduate degree and be computer literate.

5. FACULTY OF SCIENCE (BOTANY DEPARTMENT)

TECHNOLOGIST II

Candidates must possess HND/Final Diploma in Science Laboratory Technology (Biological Science Option) from a recognized tertiary institution, with N.Y.S.C. Certificate and must be a member of Associate of the Institute of Science Laboratory Technology (A. I. S. T. /N. I. S. T.)

6. HEALTH SERVICES

(a) **PHARMACIST II (EPE CAMPUS) – (HATISS 08)**

Candidates must possess University Degree in Pharmacy not below Second Class lower with at least three (3) years post qualification experience.

(b) **HIGHER ENVIRONMENTAL OFFICER – (HATISS 07)**

WAHEB Diploma from a recognized School of Health Technology with at least six years post qualification experience.

7. SPORTS COUNCIL

ASSISTANT COACH – (HATISS 06)

Interested candidates must possess Nigerian Institute of Sports (NIS) Certificate in Grade II/Diploma I Physical and Health Education (PHE) OR Nigerian Certificate in Education (NCE) in Physical and Health Education with one (1) year post-qualification experience. Candidates must have coaching experience in BADMINTON and TABLE TENNIS.

METHOD OF APPLICATION:

Interested candidates should forward twenty (20) copies of well collated application and curriculum vitae giving the following information.

- (a) Full Names (Surname first)
- (b) Current Postal Address
- (c) Contact Address
- (d) Permanent Home Address
- (e) Date and Place of Birth
- (f) Nationality and State of Origin
- (g) Marital Status
- (h) Number, Names and Ages of children
- (i) Next of Kin and Address
- (j) Educational Institutions attended with dates
- (k) Qualification(s) obtained with dates (attach photocopies)
- (l) Details of previous and present appointments
- (m) Hobbies
- (n) Telephone number/E-mail address
- (o) Names and Addresses of three (3) referees.

Candidates are to request their referees to forward references on them directly to the Registrar, Lagos State University, P.M.B 0001, LASU Post Office, LASU, Ojo.

SUBMISSION OF APPLICATIONS

All applications should be addressed to:

The Registrar,
Lagos State University,
P.M.B 0001, LASU Post Office
Badagry Expressway,
Lagos State University, Ojo.

AND submitted to:

The Deputy Registrar
Non-Academic Staff Establishment and Training Division
Room 005, Administrative Block II (ANNEX)
Lagos State University, Ojo.

Please indicate the position applied for on the top left hand corner of the envelope containing your application.

All applications are to be submitted NOT later than four (4) weeks from the date of this publication.

UNIVERSITY MANAGEMENT