

NON-ACADEMIC STAFF ESTABLISHMENT DIVISION  
**Internal Advertisement**

Few vacancies exist in the Registry Department for the underlisted positions:

- ❖ **Computer Operator I (HATISS 06)**
- ❖ **Computer Operator II (HATISS 05)**
- ❖ **Clerical Assistant (HATISS 02)**

The positions are, therefore, thrown open for existing members of staff seeking **LATERAL CONVERSION** to the Computer Operator Cadre and the Clerical Assistant Cadre.

Candidates who, in their current schedule, are already performing the schedule of duties of these new cadres will be given an added advantage.

Candidates **MUST** attach copies of the **LAST PAYSLIP** issued by the Lagos State University.

**QUALIFICATIONS**

**Computer Operator I (HATISS 06)**

Candidates should possess WASSCE/GCE/SSCE with five (5) Credits including English Language and mathematics, PLUS Diploma in Computer Operations, with five (5) years post qualification experience.

**Computer Operator II (HATISS 05)**

Candidates should possess WASSCE/GCE/SSCE with five (5) Credits including English Language and mathematics, PLUS Diploma in Computer Operations, with three (3) years working experience.

**Clerical Assistant (HATISS 02)**

S.75/JSS III. Experience on the job would be an added advantage.

**METHOD OF APPLICATION**

Interested candidates should forward ten (10) copies of well - collated application and curriculum vitae with the following information:

- (a) Full Names (Surname First)
- (b) Current Postal Address
- (c) Contact Address
- (d) Permanent Home Address
- (e) Telephone Number (s)/E-mail address
- (f) Date and Place of Birth

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- (g) Nationality and State of Origin
- (h) Local Government Area
- (i) Marital Status
- (j) Sex
- (k) Next of Kin
- (l) Educational Institutions attended with dates
- (m) Qualification(s) obtained with dates (attach photocopies)
- (n) Details of previous and present appointments
- (o) Current Salary Grade
- (p) Hobbies
- (q) Names and Addresses of three (3) referees (**NOT** family members)

Applicants are requested to inform their referees to forward confidential reports on them directly to the Deputy Registrar, (NASE) Admin. Block Two (II), Registry Annex, Lagos State University, Badagry Express way, Ojo, Lagos

All applications should be addressed to : **The Registrar,  
Lagos State University,  
Administrative Block II, Ojo**

**SUBMISSION OF APPLICATIONS**

- i. Applicants for the post of **Computer Operator I** should submit to:  
**The Deputy Registrar,**  
Non-Academic Staff Establishment Division,  
Admin Block II, Registry Annex,  
Lagos State University, Ojo.
  
- ii. Applicants for the post of **Computer Operator II** and **Clerical Assistant** should submit to:  
**The Senior Assistant Registrar,**  
Junior Staff Establishment Unit,  
Admin Block II, Room 9,  
Lagos State University, Ojo.

**ONE WEEK** from the date of this notice.

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

**UNIVERSITY MANAGEMENT**