

INTERNAL ADVERTISEMENT

Applications are invited from qualified members of staff for promotion to the following underlisted positions in the Lagos State University, Ojo.

A. REGISTRY

1. PROFESSIONAL ADMINISTRATOR CADRE

1.1 PRINCIPAL ASSISTANT REGISTRAR (CONUNASS 13)

Candidates should possess a good honours degree **plus** a minimum of twelve (12) years post qualification administrative experience along the Administrative cadre in a comparative institution.

2. EXECUTIVE CADRE

2.1 ASSISTANT CHIEF EXECUTIVE OFFICER (CONUNASS 12)

Candidates should possess "PASS" Class of University Degree/HND/A.C.I.S **plus** twelve (12) years post qualification administrative experience in a comparative institution.

OR

OND/NCE not lower than pass level **plus** sixteen (16) years post qualification administrative experience in a comparative institution.

3. SECRETARIAL CADRE

3.1 CHIEF PERSONAL SECRETARY (CONUNASS 13)

Candidates should possess HND not below credit level in Secretarial Studies from a recognized institution **plus** fifteen (15) years experience. Proficiency in Computer Operation is required.

OR

WASC/GCE/SSCE in five papers including credit in English Language **plus** (120/50 WPM) in shorthand and Typewriting **plus** at least eighteen (18) years relevant experience. Proficiency in Computer Operations is required.

3.2 ASSISTANT CHIEF PERSONAL SECRETARY (CONUNASS 12)

Candidates should possess HND not below credit level in Secretarial Studies from a recognized institution **plus** thirteen (13) years experience.

OR

WASC/GCE/SSCE in 5 papers including credit in English Language **plus** (120/50PM) in shorthand **plus** at least fifteen (15) years relevant experience.

B. BURSARY

1. PROFESSIONAL ACCOUNTANT CADRE/AUDITOR CADRE

➤ CHIEF ACCOUNTANT (CONUNASS 13)

➤ CHIEF INTERNAL AUDITOR (CONUNASS 13)

Candidates should possess a good honours degree/HND in Accounting **plus** twelve (12) years post-qualification experience **plus** ACA/ ACCA/ACMA

OR

ACA/ACCA/ACMA **plus** ten (10) years post-qualification experience.

EXECUTIVE CADRE

2.1 CHIEF EXECUTIVE OFFICER (ACCTS) (CONUNASS 13)

Candidates should possess a University Pass Degree or honours degree/HND in related discipline **plus** Fifteen (15) years post qualification experience

2.2 ASSISTANT CHIEF EXECUTIVE OFFICER (ACCTS) (CONUNASS 12)

Candidates should possess a University Pass Degree or honours degree/HND in related discipline **plus** Thirteen (13) years post qualification experience. The possession of relevant higher degree or postgraduate professional qualification will be an added advantage.

1. EXECUTIVE CADRE

2.1 CHIEF EXECUTIVE OFFICER (AUDIT) (CONUNASS 13)

Candidates should possess a University Pass Degree or honours degree/HND in related discipline **plus** Fifteen (15) years post qualification experience.

2.2 ASSISTANT CHIEF EXECUTIVE OFFICER (AUDIT) (CONUNASS 12)

Candidates should possess a University Pass Degree or honours degree/HND in related discipline **plus** Thirteen (13) years post qualification experience. The possession of relevant higher degree or postgraduate professional qualification will be an added advantage.

C. WORKS AND PHYSICAL PLANNING DEPARTMENT

1. PROFESSIONAL ENGINEER CADRE

1.1 ASSISTANT CHIEF ENGINEER (CONUNASS 12)

Candidates should possess B.Sc/HND Engineering **plus** thirteen (13) years post qualification experience and must be registered with appropriate professional body.

2. TECHNICAL CADRE

2.1 CHIEF TECHNICAL OFFICER (CONUNASS 13)

Candidates should possess Full Technological Diploma of City and Guilds **plus** eighteen (18) years post qualification experience

OR

A good honours degree from a recognized University **plus** fifteen (15) years post qualification experience which must have been acquired in the University.

2.2 ASSISTANT CHIEF TECHNICAL OFFICER (CONUNASS 12)

Candidates should possess Full Technological Diploma of City and Guilds **plus** fifteen (15) years post qualification experience.

OR

HND from accredited College or Polytechnic in the relevant areas **plus** thirteen (13) years post qualification experience.

D. HEALTH SERVICES

1. PRINCIPAL MEDICAL OFFICER I (CONUNASS 13)

Candidates must be a Registered Medical Practitioner **plus** thirteen (13) post qualification experience.

OR

Specialist **plus** six (6) years in specialty.

2. ASSISTANT CHIEF NURSING SISTER (CONUNASS 12)

Candidates should possess N.R.N. and N.R.M.

OR

S.R.N. **plus** Diploma in Nursing Administration or Hospital Management **plus** twelve (12) years post qualification experience.

E. STAFF SCHOOL

1. DEPUTY HEAD TEACHER (CONUNASS 12)

Candidates should possess a good honours degree in Education **plus** at least thirteen (13) years experience

OR

NCE **plus** at least sixteen (16) years post qualification experience. Associate-ship Diploma **plus** at least fifteen (15) years post qualification experience.

F. UNIVERSITY LIBRARY

1. CHIEF LIBRARY OFFICER (CONUNASS 12)

Candidates should possess Advance Diploma in Library Studies **plus** thirteen (13) years post qualification relevant experience.

G. ACADEMIC PLANNING UNIT

1. ASSISTANT CHIEF EXECUTIVE OFFICER (ACADEMIC PLANNING) (CONUNASS 12)

Candidates should possess HND in Statistics/Computer Science or related discipline **plus** bias in Statistics and Mathematic **plus** thirteen (13) years post qualification experience.

H. UNIVERSITY MULTI-MEDIA CENTRE

1. CHIEF TECHNICAL OFFICER (CONUNASS 13)

Candidates should possess Full Technological Diploma of City and Guilds **plus** eighteen (18) years post qualification experience.

OR

A good honours degree from a recognized University **plus** fifteen (15) years post qualification experience which must have been acquired in the University.

2. ASSISTANT CHIEF TECHNICAL OFFICER (CONUNASS 12)

Candidates should possess Full Technological Diploma of City and Guilds **plus** fifteen (15) years post qualification experience plus

OR

HND from accredited College or Polytechnic in the relevant areas **plus** thirteen (13) years post qualification.

H. SECURITY UNIT

CHIEF SECURITY OFFICER (CONUNASS 13)

Candidates must be an Ex- Police Officer (ASP)/ equivalent rank in the Armed Forces **plus** sixteen (16) years experience.

OR

E-Police Inspector/ equivalent rank in the Armed Forces **plus** nineteen (19) years experience.

METHOD OF APPLICATION

Detailed application (12 copies) should include photocopies of candidates' credentials (12 copies), signed Curriculum Vitae (12 copies) presented in the following order:

1. Name in Full
2. Place and Date of Birth
3. State of Origin
4. Permanent Address
5. Current Postal Address
6. Telephone Number(s) (including GSM Number)
7. Nationality
8. Marital Status
9. Number and Ages of Children
10. Academic/Professional qualifications (including O' Level certificate)
11. Statement of Experience including full details of former and present posts
12. Names and Addresses of three (3) referees **NOT** family members.

Applications should be addressed to the **Registrar AND Secretary, Lagos State University, AND submitted to the Deputy Registrar (NASE), Lagos State University.**

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

DEADLINE FOR SUBMISSION: All applications **MUST** reach the address stated above not later than **4.00 pm on July 8, 2011.**

UNIVERSITY MANAGEMENT