



**BAMIDELE OLUMILUA UNIVERSITY OF EDUCATION,
SCIENCE AND TECHNOLOGY, IKERE-EKITI**

PRIVATE MAIL BAG 250, IKERE-EKITI, EKITI STATE
www. bouesti.edu.ng

**ADVERTISEMENT FOR THE POSTS OF REGISTRAR AND
UNIVERSITY LIBRARIAN**

November 20th 2023

Bamidele Olumilua University of Education, Science and Technology, Ikere-Ekiti invites applications from suitably qualified candidates to fill the vacant posts of Registrar and University Librarian in the University.

1. REGISTRAR

A. THE POSITION

The Registrar who is a Principal Officer in the University, shall be the Chief Administrative Officer of the University and shall be responsible to the Vice-Chancellor for the day-to-day administration of the University. The Registrar is also the Secretary to Council, Senate, Congregation and Convocation of the University.

B. QUALIFICATIONS AND EXPERIENCE

Applicants must

- (i) possess a minimum of Master's degree in relevant discipline from a recognized University. Membership of recognized professional body such as ANUPA, NIM, CIPM, AUA, ICAD, etc. is mandatory
- (ii) be able to provide sound administrative leadership;
- (iii) have demonstrable competence in Information and Communication Technology with reference to the Registry;
- (iv) have at least twenty (20) years post-First Degree cognate experience and must have served as a Deputy Registrar in the administration of tertiary institution for at least five (5) years;
- (v) not be above 59 years of age.

C. CONDITIONS OF SERVICE

The salaries and allowances attached to the post are attractive and conform with what is payable to a Registrar in Universities in Nigeria.

The tenure of office of the Registrar is a single term of five (5) years.

1. UNIVERSITY LIBRARIAN

A. THE POSITION

The University Librarian who is a Principal Officer of the University, shall be responsible to the Vice-Chancellor for the administration of the University Library and the coordination of the library services in the teaching units of the University.

B. QUALIFICATIONS AND EXPERIENCE

The candidate must

- (i) possess a minimum of Master's degree in Library and Information Science from a recognized University. Possession of Ph.D will be an added advantage;
- (ii) be a member of relevant professional body and not below the rank of a Deputy Librarian;
- (iii) be able to provide sound academic and administrative leadership;
- (iv) have demonstrable competence in Information and Communications Technology with reference to the Library;
- (v) have at least twenty (20) years post-First Degree cognate experience, five (5) years of which must have been spent at the Senior Management level in a tertiary institution;
- (vi) have strong proof of a continuous research with appreciable evidence of scholarly publications in reputable international and national journals and
- (vii) not be above 59 years of age.

C. CONDITIONS OF SERVICE

The salaries and allowances attached to the post are attractive and conform with what is payable to University Librarian of Universities in Nigeria.

The tenure of office of the University Librarian is a single term of five (5) years.

METHOD OF APPLICATION

Applicants are required to submit fifteen (15) copies of their applications and Curriculum Vitae and fifteen (15) photocopies of their educational/professional credentials, accompanied by vision and mission statement for the development of the University. Soft copy of the documents, in PDF format, should also be forwarded to e-mail address: vc@bouesti.edu.ng while the Curriculum Vitae should contain the following information among others:

- (a) Full Name - Surname Underlined
- (b) Place and Date of birth
- (c) Town/Local Government/State of Origin
- (d) Nationality
- (e) Current Postal Address
- (f) E-mail address and Phone numbers
- (g) Marital Status
- (h) Educational Institutions attended with dates
- (i) Academic/Professional qualifications obtained (with dates)
- (j) Details of work experience
- (k) Name and Address of present employer
- (l) Extra-Curricular activities
- (m) Present Salary
- (n) Names and Addresses of three (3) referees

Applicants should request their referees to forward their reports directly under confidential cover to the Vice-Chancellor, Bamidele Olumilua University of Education, Science and Technology, Ikere-Ekiti, before the closing date.

SUBMISSION OF APPLICATIONS

All applications in sealed envelopes with the post indicated at the top left hand corner of the envelope should be addressed to:

The Vice-Chancellor,
Bamidele Olumilua University of Education,
Science and Technology,
P. M. B. 250,
Ikere-Ekiti.
Ekiti State.

CLOSING DATE

All applications should be submitted to the above address not later than six (6) weeks from the date of this publication.

Prof. Olufemi Victor Adeoluwa



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ADVERTISEMENT FOR THE VACANT POSITIONS IN THE UNIVERSITY

Bamidele Olumilua University of Education, Science and Technology, Ikere-Ekiti invites applications from suitably qualified candidates to fill the following vacant positions in the University:

1. DIRECTOR OF HEALTH SERVICES

A. THE POSITION

The Director, Health Services shall be responsible to the Vice-Chancellor for the general administration of the University Health Centre.

B. QUALIFICATIONS AND EXPERIENCE

Applicants must

- (i) possess MBBS or equivalent and a Master's degree in relevant field from a recognized University with full registration with the Medical and Dental Council of Nigeria.
- (ii) be able to provide sound administrative leadership;
- (iii) have demonstrable competence in Information and Communications Technology with reference to medicine;
- (iii) have at least fifteen (15) years post qualification experience and must have served as a Chief Medical Officer for at least five (5) years in a tertiary institution;
- (iv) not be above 59 years of age.

2. DIRECTOR OF WORKS AND MAINTENANCE SERVICES

A. THE POSITION

The Director of Works and Maintenance Services shall be responsible to the Vice-Chancellor for the general planning and controlling of technical activities of the Directorate of Works and Maintenance Services.

B. QUALIFICATIONS AND EXPERIENCE

Applicants must

- (i) possess a Bachelor's degree with a minimum of Second Class Lower Division in Civil Engineering, Mechanical Engineering, Electrical & Electronics Engineering, Building Technology, Architecture or any other related discipline from a recognised University. In addition, applicants must possess a Master's degree in relevant field and evidence of full registration with recognised professional body;
- (ii) be able to provide sound administrative leadership;
- (iii) have at least eighteen (18) years cognate experience and must have served as a Deputy Director of Works for at least five (5) years in a tertiary institution;
- (iv) not be above 59 years of age.

3. DIRECTOR OF PROCUREMENT

A. THE POSITION

The Director of Procurement shall be responsible to the Vice-Chancellor for the general planning and controlling of technical activities of the Directorate of Procurement.

B. QUALIFICATIONS AND EXPERIENCE

Applicants must

- (i) possess a minimum of Master's degree in relevant discipline with evidence of certification by Bureau of Public Procurement;
- (ii) show a great deal of competence, responsiveness, sound judgement and demonstrable integrity in overseeing the affairs of the Directorate of Procurement in the University;

- (iii) have reasonable knowledge of computerized stores inventory;
- (iv) have at least eighteen (18) years cognate experience and must have served as a Deputy Director of Procurement or equivalent rank for at least five (5) years in a tertiary institution.
- (v) not be above 59 years of age.

4. SENIOR MEDICAL OFFICER

Applicants must possess - CONMESS 04

- (i) MBBS of equivalent from a recognized institution with full registration with the Medical and Dental Council of Nigeria;
- (ii) a minimum of three (3) years post qualification cognate experience..

5. MEDICAL OFFICER - CONMESS 03

Applicants must possess MBBS or equivalent from a recognized institution with full registration with the Medical and Dental Council of Nigeria.

CONDITIONS OF SERVICE

The salaries and allowances attached to the post are attractive and conform with what is obtainable in Universities in Nigeria.

METHOD OF APPLICATION

Applicants are required to submit fifteen (15) copies of their applications and Curriculum Vitae and fifteen (15) photocopies of their educational/professional credentials. Soft copy of the documents, in PDF format, should also be forwarded to e-mail address: registrar@bouesti.edu.ng while the Curriculum Vitae should contain the following information among others:

- (a) Full Name - Surname Underlined
- (b) Place and Date of birth
- (c) Town/Local Government/State of Origin
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- (e) Current Postal Address
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- (g) Marital Status
- (h) Educational Institutions attended with dates
- (i) Academic/Professional qualifications obtained (with dates)
- (j) Details of work experience
- (k) Name and Address of present employer
- (l) Extra-Curricular activities
- (m) Present Salary
- (n) Names and Addresses of three (3) referees

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SUBMISSION OF APPLICATIONS

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Ekiti State.

CLOSING DATE

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B. S. Momoh (Mrs.)
Acting Registrar