



NIGER DELTA UNIVERSITY

Wilberforce Island, Bayelsa State

ADVERTISEMENT FOR THE POST OF THE UNIVERSITY REGISTRAR

The Governing Council of the Niger Delta University wishes to announce that the post of the University Registrar will be vacant from 16th September, 2020. Accordingly, applications are hereby invited from suitably qualified candidates to fill the vacant post.

JOB DESCRIPTION

The Registrar is the Chief Administrative Officer of the University and shall be responsible to the Vice-Chancellor for the day-to-day administrative work of the University. He/she is also the Secretary to Council, Senate, Congregation and Convocation.

QUALIFICATIONS FOR THE JOB

Specifically, the candidate is expected to:

- i. be a Deputy Registrar; not more than 55 years of age;
- ii. have a good honours degree from a recognised University plus at least fifteen (15) years post-qualification experience, a considerable part of which must be in a higher institution, preferably in a University;
- iii. a Postgraduate Degree will be an added advantage;
- iv. provide administrative leadership to a well-informed and articulate community of lecturers and administrative personnel;
- v. possess the disposition and ability to sustain harmony between the Administration, staff, students on the one hand and the host communities on the other;
- vi. must be knowledgeable in Information and Communications Technology (ICT);
- vii. must be someone who is not under financial or criminal investigation;
- viii. enjoys excellent physical and mental health; and
- ix. Appointment is by interview in line with the Niger Delta University Law

CONDITIONS OF SERVICE AND SALARY:

Appointment shall be on such terms and conditions as are specified in the Letter of Appointment. Salaries, allowances and fringe benefits are as currently obtainable in Federal and State Universities.

METHOD OF APPLICATION:

Interested candidates who meet the conditions are required to:

- i. Submit a sealed and marked 'APPLICATION FOR THE POST OF REGISTRAR' envelope containing fifteen (15) copies of their recent curriculum vitae with their credentials and three (3) Reference Letters to the Office of the Registrar, Niger Delta University, Wilberforce Island, Bayelsa State;
- ii. All applications should be submitted under confidential cover and addressed to:

**The Registrar & Secretary to Council
Niger Delta University
Wilberforce Island
Bayelsa State**

CLOSING DATE:

The closing date for the submission of Applications is Friday, July 3, 2020.



Mrs. Effua E. Berepubo
Registrar