



# OSUN STATE UNIVERSITY

P.M.B. 4494, OSOGBO, NIGERIA

<http://www.uniosun.edu.ng>;

Email: [registrar@uniosun.edu.ng](mailto:registrar@uniosun.edu.ng)

## VACANCY FOR THE POST OF REGISTRAR

Osun State University hereby announces that the position of **Registrar** will be vacant by November 5, 2012. Applications are hereby invited from suitably qualified candidates for the post. Interested applicants are requested to note the following information.

### THE UNIVERSITY

Osun State University was licensed on December 21, 2006 as a Collegiate/multi-campus comprehensive university offering academic programmes in seven colleges in its six campuses located in the six geopolitical zones of the State. It is the thirtieth State and the eightieth University in Nigeria. UNIOSUN has a vision to be a centre of excellence providing high quality teaching and learning experiences which will engender the production of entrepreneurial graduates capable of impacting on their environment while being globally competitive. The University has a full time undergraduate population of over 6,000.

### DUTIES

The Registrar is the Chief Administrative Officer of the University responsible to the Vice-Chancellor for the day to day administrative work of the University except in financial matters, which fall within the purview of the Bursar. The Registrar is also the Secretary to Council, Senate, Convocation and Congregation of the University. By virtue of his/her position, the Registrar is a Principal Officer of the University.

### TERMS OF APPOINTMENT

Appointment is for a period of five years effective from the date of the appointment and on such other terms and conditions as may be specified in the letter of appointment. The salary is as applicable to similar positions in Federal Universities in Nigeria.

### QUALIFICATIONS

Candidates must possess a good Honours degree and at least 15 years post qualification administrative and professional experience, with a minimum of five years at the senior professional level in a University or institution of comparable standing. Possession of a Master's degree in a relevant discipline is required while possession of a PhD and membership of recognised professional bodies will be added advantage. Persons currently below the rank of a Deputy Registrar in a University or equivalent with minimum of three years' experience in the post need not bother to apply.

### THE CANDIDATE

The Candidate shall be a person of high integrity and moral character with excellent interpersonal relations. S/he must be able to instil confidence in others and command the loyalty and respect of people. S/he must fully understand the complexity of University system and must be able to effectively utilize its human resources to attain a world class administrative system. S/he must enjoy good physical and mental health and must be ICT compliant.

## **METHOD OF APPLICATION**

Interested candidates are required to submit thirty-five (35) copies of an application accompanied by a vision and mission statement for the development of the University Registry of not more than 2,500 words.

Among others, the candidate's Curriculum Vitae should give the following details:

- i. Full name
- ii. Place and Date of Birth
- iii. Marital Status
- iv. Name and Ages of Children (if any)
- v. Nationality
- vi. State and LGA of origin
- vii. Permanent Contact Address
- viii. E-mail Address
- ix. Cell Phone No.
- x. Educational Background/ Membership of Professional Associations
- xi. Statement of Experience including details of former and present posts clearly indicating career progression
- xii. List of Publications (if any)
- xiii. Other activities outside current employment
- xiv. The names and addresses of three referees and
- xv. Proposed date of availability for duties if appointed

Candidates should request their referees to forward references on their behalf DIRECT to the Vice-Chancellor.

## **MODE OF SUBMISSION/CLOSING DATE**

Applications (35 copies) should be enclosed in an envelope marked 'REGISTRAR' at the top left hand corner and be addressed to:

THE VICE-CHANCELLOR  
OSUN STATE UNIVERSITY  
OKE BAALE, P.M.B. 4494  
OSOGBO, OSUN STATE

The applications must reach the Vice-Chancellor not later than **12 JULY 2012**. Only applications of shortlisted candidates will be acknowledged.

## **ELECTRONIC SUBMISSION**

The submission of the hard copy should be accompanied by full electronic submission of the application and accompanying materials to be mailed as attachment in PDF or MS Word format to: [appointments@uniosun.edu.ng](mailto:appointments@uniosun.edu.ng), the subject line should read, "Application for the Post of Registrar". Referees should be similarly encouraged to submit signed electronic copies of their references in PDF format to the same address.

Signed

**Professor Sola Akinrinade, FHSN**  
**Vice-Chancellor**