



**THE FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE, NIGERIA
(OFFICE OF THE REGISTRAR)**

VACANCIES FOR NON-TEACHING POSITIONS

Applications are invited from suitably qualified persons for the following positions in the Federal University of Technology, Akure.

**1. Director, Directorate of Establishments and Human Resource –
CONTISS 15 (₦2,242,999.00 – ₦2,886,591.00)**

The Person

The Director must be a person of high integrity and moral character with excellent interpersonal relations. He/she must be capable of carrying all staff of the Directorate along. He/she must also be receptive in line with the phased physical development plan of the University. He/she must enjoy good physical and mental health. In addition, he/she must be able to provide good professional leadership to the staff of the Directorate.

Duties and Responsibilities

- The preparation of papers for and the servicing of the meetings of the University's Appointments and Promotions Committees; matters relating to the appointment, promotion, confirmation, transfer, resignation, discipline and retirement of staff.
- All categories of staff matters relating to annual leave, study leave, staff development and sabbatical leave.
- Preparation of periodical reports to Council on matters relating to the appointments, promotions, discipline, study leave etc.
- Provision of Secretaries for all interviews and assessment. Panels for the appointments of all categories of staff.
- Provision of Secretaries to all ad-hoc committees such as investigation and disciplinary panels involving staff;
- Provision of Secretaries at meetings between the Management and Trade Unions in the University;
- Maintenance of records and periodic preparation of staff statistics;
- Preparation of letters of appointments and other matters relating to the welfare of staff;
- Serving as member/secretary to the University Board of Trustees on Gratuity and Pensions;
- Arranging for accommodation for the University's guests;
- Recommending caterers for provision of lunch and refreshment for University approved meetings;
- Any other assignment as may be directed by the Vice Chancellor and the Registrar.

Qualification Required

A good first degree from a recognized University with at least 15 years relevant post qualification experience in the Administrative Cadre of University Administration. Candidate for this position must have served at least as a Deputy Registrar in the administration of the University for at least 5 years and must be computer literate.

Membership of a recognised professional body i.e. ANUPA, NIM, IPMAN, AUA is a must. Possession of higher degree certificate will be an added advantage.

Conditions of Service

The successful candidate that hold office for a period of five (5) years from the date of assumption of office and may be re-appointed as may be determined by the appropriate University laws and the Governing Council.

2. Director, Health Services - CONTISS 15 (₦2,242,999.00 – ₦2,886,591.00)

The Person

The Director must be a person of high integrity and moral character with excellent interpersonal relations. He/she must be capable of carrying all staff of the Directorate along. He/she must also be receptive in line with the operational and professional ethics of the University Health Centre. He/she must enjoy good physical and mental health. In addition, he/she must be able to provide good professional leadership to the staff of the Directorate.

Duties and Responsibilities

Responsible to the Vice Chancellor for day-to-day administration of the Health Centre.

- General supervision of all activities in the Health Centre i.e. supervision of Doctors and supervision of activities in:
- The Nursing, Pharmacy, Medical Laboratory, Maternal and Child Health, Public Health, Medical Records and X-ray Sub-Units.
- Acts as the link between the Health Services Unit and the University Management.
- Involved in the Appointment, Promotion and Discipline of staff.
- Involved in policy making and in the implementation of laid down policies for the University Health Services.
- Represents the interest of the University Health Centre on University Board and Committees.
- Liaising with Ministry of Health (State and Federal), Non-Governmental Organisations and Other University Health Centres.
- Advises the University Management on health related matters.
- Supervises the conduct of medical registration for new students and new staff.
- Chairman, Departmental Appointment & Promotion Committee.
- Member, Health Services Management Board

- Visiting/Counselling of patients referred to other hospitals.

Qualification Required

A good first degree in Medical and Surgery (MBBS/MBChB) from a recognized University plus at least 15 years relevant post registration experience which must be in the University system. Candidate for the position must have served as Deputy Director of Health services/Principal Medical Officer for at least five (5) years. Membership of a recognised professional body is a must. Possession of higher degree certificate will be an added advantage.

Conditions of Service

The successful candidate shall hold office for a period of five (5) years from the date of assumption of office and may be re-appointed as may be determined by the appropriate University laws and the Governing Council.

3. Director, Internal Audit – CONTISS 15 (N2,242,999.00 – N2,886,591.00)

The Person

The Director must be a person of high integrity and moral character with excellent interpersonal relations. He/she must be capable of carrying all staff of the Directorate along. He/she must also be receptive in line with the phased physical development plan of the University. He/she must enjoy good physical and mental health. In addition, he/she must be able to provide good professional leadership to the staff of the Directorate.

Duties and Responsibilities

- Responsible to the Vice Chancellor for the day-to-day administration of the Internal audit Unit.
- Reviews the financial activities of the University.
- Evaluates and reports on the effectiveness of internal control.
- Auditing of Agency accounts and reporting of such appropriately.
- Verification of Pension and Gratuity of retirees.
- Other Audit duties referred to the Internal Audit Department from time-to-time by the Vice Chancellor.
- Ascertaining the efficient use of resources within the University.
- Writing of special, quarterly or half yearly reports.
- Membership of Committees as may be appointed/directed.
- Other duties that may be assigned by the Vice Chancellor.

Qualification Required

A good first degree in Accountancy plus professionally recognised Accountancy/Auditing qualifications – ICAN, ACMA, ACA, ACCA, plus 15 years' relevant experience in the University System. In addition Candidate for the position must have served as Deputy Bursar / Deputy Director of Audit for at least five (5) years in the University System.

Membership of a recognised professional body is a must. Possession of higher degree certificate will be an added advantage.

Conditions of Service

The successful candidate that hold office for a period of five (5) years from the date of assumption of office and may be re-appointed as may be determined by the appropriate University laws and the Governing Council.

4. Director, Sports – CONTISS 15 (N2,242,999.00 – N2,886,591.00)

A good first degree from a recognized University in Physical and Health Education plus 15 years coaching experience.

The Person

The Director must be a person of high integrity and moral character with excellent interpersonal relations. He/she must be capable of carrying all staff of the Directorate along. He/she must also be receptive in line with the phased physical development plan of the University. He/she must enjoy good physical and mental health. In addition, he/she must be able to provide good professional leadership to the staff of the Directorate.

Duties and Responsibilities

- Responsible to the University through the Chairman of Sports Council for:
- General administration of sports in the University.
- Preparation of Annual Sports Programmes, staff schedules; and evaluation of same.
- Preparation of Annual Budget for the Unit.
- Responsible for the technical supervision of all personnel in the Unit – both permanent and part-time.
- Attending meetings of professional bodies and sports, organisations/associations such as NAPHER, NUGA, FISU, WAUG, HAN etc.
- Administering sports facilities and equipment through the Deputy and Store Officer respectively.
- Advises the University Management on health related matters.
- Supervises the conduct of medical registration for new students and new staff.
- Secretary to Sports Council.
- Other duties assigned by the Vice Chancellor through the Sports Council from time to time.

Qualification Required

A good first degree from a recognized University in Physical and Health Education plus 15 years relevant coaching experience in the University System. In addition Candidate for the position must have served as Deputy Director of Sports for at least five (5) years in the University System.

Membership of a recognised sports related professional body is a must. Possession of higher degree certificate will be an added advantage.

Conditions of Service

The successful candidate that hold office for a period of five (5) years from the date of assumption of office and may be re-appointed as may be determined by the appropriate University laws and the Governing Council.

CONDITIONS OF SERVICE

Conditions of service are similar to those in other institutions of higher learning in the country.

METHOD OF APPLICATION

Candidates are required to submit twenty (20) copies of their Curriculum Vitae which should contain among other things:

- 1) Name in full (Surname first in capital letters)
- 2) Place and Date of Birth
- 3) State of Origin
- 4) Nationality
- 5) Permanent Home Address
- 6) Present Postal Address/GSM Numbers/E-mail Address
- 7) Marital Status
- 8) Number and Ages of Children (if any)
- 9) Post Applied for
- 10) Educational Institutions attended (with dates)
- 11) Academic and Professional qualifications (with dates)
- 12) Present Employment, Status and Salary (both in level and amount)
- 13) Statement of Experience, including full details of former and present post
- 14) Extra-curricular activities
- 15) Names and Addresses of three (3) Referees
- 16) Signature and Date

NB: All applicants are to submit along with the application a FIVE YEAR Vision statement for the Department /Directorate to wish they are applying. The Vision Statement should not be more than 1000 words

CONFIDENTIAL REPORTS

In addition to stating the names and addresses of the Referees, candidates should request the Referees to send confidential reports on them under separate cover, direct to;

**The Registrar,
Federal University of Technology,
P.M.B. 704, Akure, Ondo State.**

And marked "FOR THE ATTENTION OF THE DIRECTOR OF ESTABLISHMENTS AND HUMAN RESOURCE"

CLOSING DATE

All applications must be received not later than six (6) weeks from the date of this publication. Only application from candidates shortlisted for interview will be acknowledged via e-mail or SMS on mobile phone services.



**THE FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE, NIGERIA
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VACANCIES FOR NON-TEACHING POSITIONS

Applications are invited from suitably qualified persons for the following positions in the Federal University of Technology, Akure.

1. Deputy Registrar – CONTISS 14 (₦1,831,708.00 – ₦2,392,572.00)

Qualification Required:

a. A good first degree (at least Second Class Lower Division) from a recognized University plus at least 12 years relevant experience in the University system. The applicant must have served as Principal Assistant Registrar for at least five (5) years and must be computer literate.

b. Membership of recognized Professional body i.e. ANUPA, NIM, IPMN, AUA, etc.

Possession of higher degree certificate will be an added advantage.

2. Deputy Bursar – CONTISS 14 (₦1,831,708.00 – ₦2,392,572.00)

Qualification Required

A good first degree (at least Second Class Lower Division) from a recognized University in Accounting plus professional Accounting qualifications (ACA, ACCA, ACMA, CPA, ANAN) with a minimum of twelve (12) years University working experience out of which at least five (5) years must be as Chief Accountant/Chief Auditor. Applicants must be computer literate (have substantial knowledge of the relevant accounting packages).

Possession of higher degree certificate will be an added advantage.

3. Deputy Director (Audit) – CONTISS 14 (₦1,831,708.00 – ₦2,392,572.00)

Qualification Required

A good first degree (at least Second Class Lower Division) from a recognized University in Accounting plus professional Accounting qualifications (ACA, ACCA, ACMA, CPA, ANAN, IIA) with a minimum of twelve (12) years University working experience, out of which at least five (5) years must be as Chief Internal Auditor/Chief Accountant. . A considerable part of the working experience must be in the University System.

Possession of higher degree certificate will be an added advantage.

4. Deputy Director, Sport - CONTISS 14 (₦1,831,708.00 – ₦2,392,572.00)

Qualification Required

A good first degree from a recognized University in Physical and Health Education plus 12 years coaching experience and certified by the NIS. The applicant must have served as Chief Coach for at least five (5) years in the University System and must be computer literate.

Membership of a recognised sports related professional body is a must.
Possession of higher degree certificate will be an added advantage.

5. Deputy Director, Corporate Communications

The purpose of the job is to:

- facilitate the development of a communication strategy that is aligned with FUTA's strategic objectives and brand positioning in order to profile and promote the University nationally and globally
- support the function of strategic integrated communication in the University
- ensure effective media affairs and publicity services as well as corporate publications services to all clients and relevant stakeholders
- Anchor and coordinate the management of all events in the University

QUALIFICATION REQUIRED

- A. Good first degree in English/Mass Communication or the Humanities and a post graduate degree in journalism, Public Relations or Mass Communication with at least 12 years relevant post qualification experience. Knowledge and application of the new media, events management, media liaison and practical Public Relations is essential. The applicant must have served as Principal Assistant Registrar for at least 3 years in the University System and must demonstrate excellent competence in ICT applications and configurations.
- B. At least five (5) years' cognate experience in:
Strategic planning and policy development in communication and communication management
Strategic management and implementation of strategies relating to integrated communication, media and publicity, and corporate publications
Management, at a senior level, of extensive corporate and organisational communication environments, structures and/ or projects including multiple publication and media/ publicity management projects.
- C. Membership of recognized professional bodies i.e. ANUPA, NIM, NIPR, NUJ, AUA and possession of higher degree certificate will be an added advantage.

6. Senior Assistant Registrar - CONTISS 11 (N984,105.00 -N1,386,296.00) Qualification Required

- a. A good first degree (at least Second Class Lower Division) from a recognized University plus at least nine (9) years cognate post qualification experience, a considerable part of which must be in University administration must have spent at least three (3) years as Assistant Registrar.

b. Membership of recognized professional body i.e. ANUPA, NIM, IPMN, AUA, AAUA, CIPD.

Possession of a higher degree will be an added advantage and candidate must be computer literate.

CONDITIONS OF SERVICE

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10. Educational Institutions attended (with dates)
11. Academic and Professional qualifications (with dates)
12. Present Employment, Status and Salary (both in level and amount)
13. Statement of Experience, including full details of former and present post
14. Extra-curricular activities
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NB: All applicants are to submit along with the application a FIVE YEAR Vision statement for the Department /Directorate to wish they are applying. The Vision Statement should not be more than 1000 words

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THE FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE P.M.B. 704, AKURE, ONDO STATE

VACANCY

- 1. Publications Officer**
- 2. Officer, Marketing/Fundraising: Advancement Centre**
- 3. Officer, Alumni Relations: Advancement Centre**
- 4. Officer, Web and Online Services: Advancement Centre**
- 5. Officer, New and Social Media Services: Advancement Centre**

1. Publications Officer, Corporate Communication

PURPOSE OF THE JOB

To manage FUTA's Corporate Publications from a strategic point of view, it being an important communication and marketing tool for the University. To ensure the effective and efficient management of the processes and procedures required to produce publications. The publications should reflect FUTA's development and progress (including teaching, learning, research activities and community service), the achievements of its people (staff, students and alumni) and its role in the community.

JOB REQUIREMENTS

A. Qualification

A good first degree in English/Mass Communication, or a degree in Humanities or Social Sciences not below second class lower division from a recognised university. A post graduate degree in journalism, Public Relations or Mass Communication will be an advantage.

B. Experience

The prospective candidate must have up to 5 years working experience in a corporate communication environment, News magazine or newspaper or book publishing company. The applicant must demonstrate excellent competence in requisite ICT applications.

C. Skills & Abilities

- Proficient in English, Strategic thinking and planning; Excellent writing skills; Knowledge of layout, design and production processes using computer

applications; Knowledge of branding and ability to promote image of the organization via publications; Knowledge of the higher education environment and awareness of topical issues; Computer savvy with excellent knowledge of internet applications.

D. Membership of Professional Bodies

Prospective candidate must be member of recognized professional bodies such as, ANUPA, NIM, NIPR, NUJ, AUA etc.

2. Fundraising Officer, Advancement

PURPOSE OF THE JOB

- **Participate** deployment of marketing expertise and resources to FUTA marketing and fundraising efforts.
- **Communicate and grow** the corporate reputation of the FUTA brand and grow FUTA market share in terms of quality student numbers attraction in areas of need.
- **Position** the university to manage the corporate brand and to develop fundraising strategies in conjunction with Schools, Departments and Centres with projects.
- **Implement** fundraising campaigns in the various zones of the Federation and drive fundraising events.

JOB REQUIREMENTS

A. Qualification

A good first degree in Humanities or Social Sciences, not below second class lower division from a recognised university. Additional qualifications in disciplines related to marketing/fundraising will be an advantage.

B. Experience

Work experience as a marketer/fundraiser in a corporate environment depending on number of years of experience with **demonstrable portfolio** will determine placement.

C. Skills & Abilities

- Proficient in English, Strategic in thinking and planning; Good writing skills, Good interpersonal skills and ability to interact with staff at different levels, Knowledge of the marketing function, Ability to measure the impact of marketing activities, Ability to conduct or commission market research, A sound understanding of national and international trends in higher education, Competency and proficiency in digital technologies.

- Motivated, initiative, Ability to work independently, under pressure and meet deadlines.

3. Alumni Relations Officer, Advancement

PURPOSE OF THE JOB

- **Provide** Alumni Relations expertise and resources to FUTA Alumni Relations efforts
- **Communicate and grow** the corporate reputation of the FUTA brand and raise the profile of FUTA relations with its Alumni all over the world.
- **Position** the university to manage the corporate brand; to develop a close relationship that encourages Alumni to create and reinforce FUTA's many flourishing and potential partnerships.
- **Implement** the directorate's strategic and operational plans for the continued sustenance of the University's plans, projects and activities

JOB REQUIREMENTS

A. Qualification

A good first degree in Humanities or Social Sciences, not below second class lower division from a recognised university. Additional qualifications in disciplines related to Communication and Public Relations will be an advantage.

B. Experience

Work experience as a public relations and/or mobilisation practitioner in a corporate environment depending on number of years of experience with **demonstrable portfolio** will determine placement.

C. Skills & Abilities

- Proficient in English, Strategic in thinking and planning; Good writing skills, Good interpersonal skills effective strategic thinking, negotiation and presentation skills, Ability to measure the impact of operational activities, A sound understanding of national and international trends in higher education, Competency and proficiency in digital technologies and demonstrable experience with use of social media
- Motivated, initiative, Ability to work independently, under pressure and meet deadlines.

4. Web Management Officer, Advancement

PURPOSE OF THE JOB

The purpose of this position is to plan, organize and execute the web management strategy for the Advancement Centre and collaborate with Computer Resource Centre and Corporate Communications Directorate of the University to ensure the effective implementation of web services.

JOB REQUIREMENTS

A. Qualification

- A good first degree not below second class lower division from a recognised university or HND not lower than Upper Credit from a recognised Polytechnic in Computer Science or related discipline.
- Certification in web design and electronic communication media, Database Management System.

B. Experience

Experience in a communication environment especially electronic distribution of information using the Internet, web programming and the management of websites using content management systems will be a huge advantage. Number of years of experience with **demonstrable portfolio** will determine placement.

C. Skills & Abilities

- Competence with the use of micro-computers, Competence with electronic mail systems, such as Microsoft Outlook, Style-sheets: excellent skills in cascading style-sheets and basic knowledge of XSL, Dynamic programming: excellent skills in PHP, PERL, and other web based programming languages; Design editing: Excellent skills in customising design from design packages such as Photoshop and CorelDraw onto the web, Network use, Hyper-text authoring and web design software.
- Fluency in English, Competency in genres of written English, Motivated, initiative, ability to work independently, under pressure and meet deadlines.

D. Membership of Professional Bodies

Member of professional bodies such as, NCS, CPN etc. will be an advantage.

5. Social Media Officer, Advancement

PURPOSE OF THE JOB

The purpose of this position is to plan, organize and execute the effective communication of the university and the Centre's activities with their products using relevant digital platforms:

- Ensure FUTA presence on social media networks
- Edit content related to campaigns and projects/ Development, management and monitoring of social media platforms
- Writing and/or editing of electronic communication content

JOB REQUIREMENTS

A. Qualification

A good first degree in English not below second class lower division with a high level of proficiency in writing in English. Additional qualifications in Social Media Use/Editing, Graphic Design and Coding will be a huge advantage.

B. Experience

- Experience in a communication environment, especially electronic distribution of information using the Internet. A thorough understanding of email systems such as Gmail, Yahoo Mail, Microsoft Outlook, and Office 365 and experience in using social media platforms, such as Facebook, Instagram and Twitter, as well as a proven track record in the use of these social media platforms will be an advantage.
- Number of years of experience with **demonstrable portfolio** will determine placement.

C. Skills & Abilities

- Competence with the use of micro-computers and a variety of computer programs, including MS Word, MS Excel and MS PowerPoint; database management, content management and dissemination.
- Fluency in English, Competency in genres of written English, Motivated, initiative, ability to work independently, under pressure and meet deadlines.

REMUNERATION

The successful candidate will be entitled to the salary and other conditions of service as are applicable in any Federal University in Nigeria.

METHOD OF APPLICATION

Interested candidates are required to submit twenty five (25) photocopies of Curriculum Vitae, Certificates and other credentials.

Please visit FUTA Website <http://www.futa.edu.ng> for the format of Curriculum Vitae Applications should be forwarded to:

**The Registrar,
Federal University of Technology, PMB 704, Akure, Ondo State**

CONFIDENTIAL REPORTS

In addition to stating the names and addresses of the referees, candidates should request the referees to send confidential reports on them under separate cover direct to the registrar using the address above and marked "**FOR THE ATTENTION OF THE DIRECTOR ESTABLISHMENTS AND HUMAN RESOURCE**".

CLOSING DATE

All applications should reach the University not later than six weeks from the date of this publication

(Signed)

Dr (Mrs.) M.O. Ajayi

REGISTRAR AND SECRETARY TO COUNCIL