



NNAMDI AZIKIWE UNIVERSITY **AWKA, NIGERIA**

INTERNAL AND EXTERNAL ADVERTISEMENT FOR THE POST OF REGISTRAR

The Governing Council of the Nnamdi Azikiwe University, Awka, Anambra State, invites suitably qualified applicants to apply for the post of the REGISTRAR, which has become vacant. The appointment of a new Registrar is in accordance with the Provisions of Decree No. 34 of 1992; The Universities (Miscellaneous Provisions) Act, 1993; The Universities (Miscellaneous Provisions) (Amended) Act, 2003 and The Universities (Miscellaneous Provisions) (Amended) Act, 2012.

THE UNIVERSITY

Nnamdi Azikiwe University evolved from the then Anambra State University of Technology (ASUTECH), which was established by law No. 7 of 30th July, 1980. With Decree No. 34, July, 1992, (Now CAPN139, LFN, 2004), the University was taken over by the Federal Government of Nigeria effective from 1st September, 1992.

The Vision of the University is to be a world-class University that is engaged in the highest standard of excellence in all aspects of teaching, research and service. The Mission is to use teaching, research and public service to solve societal problems. In line with these goals, the Motto of the University is Discipline, Self-Reliance and Excellence.

DUTIES

- i. The University Registrar is a Principal Officer and the Chief Administrative Officer of the University, who is responsible to the Vice-Chancellor for the day-to-day administration of the University, except for financial matters, which fall within the purview of the Bursar. The Registrar is also the Secretary to the Council, Senate, Convocation, Congregation, and other statutory bodies as defined by the University laws. He/She shall also perform all other duties assigned to him/her by the Council and/or the Vice Chancellor from time to time.
- ii. The Registrar shall hold office for a period of five years from the effective date of his/her appointment and on such terms and conditions as may be specified in the letter of appointment.

THE APPLICANT

The person who will be Registrar, taking into cognizance, the complexity and scientific nature of the administrative processes of a 21st Century University, must not only be a goal-getter; but must also be able to show exceptional initiative, high-capacity drive, remarkable ability for Institutional networking with the outside world, and must have a suave mien that aligns with a 21st Century world-class University.

Qualification and Experience

The ideal applicant must possess a university degree not lower than a Second-Class Honours (Lower Division). He/She must also possess a Masters degree. He/She must have at least fifteen (15) years relevant administrative experience in University Administration. The applicant must have spent at least five (5) years as a Deputy Registrar in a Federal University. Membership of relevant professional bodies is compulsory.

In addition, he/she:

- i. Must not be older than 60 years of age by June 2, 2025
- ii. Must be a person of impeccable integrity and strong moral character with ability to relate excellently with members of staff, students and the general public
- iii. Must be a person with an articulate vision for the development of the University in general, and the Registry in particular, combined with a strong passion to implement the vision.
- iv. Must be highly conversant with the

intricacies and peculiarities of a Federal University system.

- v. Must be of good physical and mental health, and possess good inter-personal relationship skills.
- vi. Must be up-to-date in Information and Communication Technology (ICT Skills)
- vii. Must be a person of strong character, sound leadership skills and ability to instill confidence, and engender trust in the work place.
- viii. Must not have a criminal record.
- ix. Must be able to demonstrate sagacity, and wisdom in the face of crisis or undesirable situations

SALARY AND OTHER CONDITIONS

The appointment is for a single tenure of five (5) years, while salary and other conditions of service shall be as approved for Registrars of Federal Universities by the Federal Government of Nigeria and the Council of Nnamdi Azikiwe University, Awka.

METHOD OF APPLICATION

Applicants are required to submit twenty (20) copies and a softcopy of the Microsoft word-processed application, an up-to-date detailed Curriculum Vitae, and the names of three (3) referees to the Acting Registrar/Secretary to the Governing Council, Nnamdi Azikiwe University, Awka, to reach him **not later than six (6) weeks from the date of publication.**

Late applications will not be entertained and only applications of shortlisted applicants will be acknowledged

The CV of Applicants must contain the following information:

- i. Full name (Surname first in capital letters)
- ii. Post Applied for
- iii. Date and Place of birth (attach birth certificate/sworn affidavit of age)
- iv. Nationality
- v. State of Origin and Local Government Area (If a Nigerian)
- vi. Permanent Home address
- vii. Current Postal Address/including GSM Telephone number(s) and Email
- viii. Marital Status
- ix. Institutions Attended with Dates
- x. Academic/Professional qualifications and distinctions obtained with dates (attach copies of credentials)
- xi. Work Experience with Dates
- xii. Present Employment, Status, and Salary (if any)
- xiii. Service to National and International Bodies
- xiv. Extra-Curricular Activities
- xv. Any Physical Challenge and Nature
- xvi. Names, Addresses, and GSM Telephone Number(s) of Three Referees who must have been closely associated with Applicant's Administrative /Work Experience
- xvii. Signature and Date

Each application should include twenty (20) copies and a soft copy of the applicant's Vision for the University, and particularly the administration and growth of the University.

REFEREES' REPORT

Each referee must be contacted by the applicant to forward directly to the Acting Registrar/Secretary to the Governing Council, a confidential report on the applicant's character, administrative and managerial competences in a properly sealed envelope marked 'CONFIDENTIAL' Post of Registrar: "Referee's Report" at the top left corner of the envelope within the period allowed for the submission of the application.

Signed

MR. VICTOR MODEBELU

Acting Registrar and Secretary to the Council