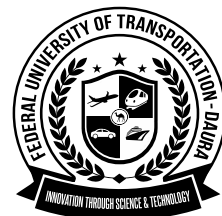


FEDERAL UNIVERSITY OF TRANSPORTATION, DAURA

5KLM KANO ROAD P.M.B 1050 DAURA, KATSINA STATE, NIGERIA

(Office of the Registrar & Secretary to Council)

<http://www.futd.edu.ng> | info@futd.edu.ng



Internal and External Advertisement

VACANCY FOR THE POST OF REGISTRAR

The Governing Council in the exercise of its powers, as enshrined in the University's Act No. 34 of 2022, decided to commence the process to fill the vacancy of the Registrar of the University. Consequently, the University hereby invites applications from suitably qualified candidates for the position of Registrar.

Position and Duties

The Registrar is the Chief Administrative Officer of the University and shall be responsible to the Vice Chancellor for the day-to-day general administrative work of the University. The Registrar shall also be the Secretary to Council, the Senate, Convocation and Congregation of the University and shall perform any other duties that may be assigned to him/her by the Vice-Chancellor. A successful candidate will be required, among other things, to train and give good professional leadership to administrative staff to ensure efficient and effective professional administrative performance.

Qualifications

Candidates must:

- Possess at least a Second-Class Lower degree from a recognized University
- Be proficient in ICT and must be current in deploying it at the level required for efficient job performance
- Be a member of at least one relevant professional body e.g. NIM, IPMN, ANUPA

The possession of higher degrees in relevant programmes will be an advantage.

Experience

- The candidate must have at least fifteen (15) years post-qualification experience, twelve (12) of which must be in University Administration.
- The applicant must have spent a minimum of three (3) years as Deputy Registrar in a recognized University.

Age

Candidate must not be older than 60 years at the date of appointment.

Health

The applicant should be of good health, sound judgement, pleasant disposition, and unassailable integrity.

Tenure and Conditions of Service

The appointment is for a single term of five (5) years only. Salary, allowances and other conditions of service shall be as approved for Registrars of Federal Universities by the Federal Government of Nigeria and as may be modified from time to time by competent authorities.

Method of Application

Interested applicants are required to submit to the Office of the Registrar, fifteen (15) copies of their application with detailed Curriculum Vitae (CV) along with the vision statement for the position and curriculum vitae which will include the following in the order listed below:

- Full Name:
- Date of Birth:
- Place of Birth:
- Sex:
- State of Origin/LGA:
- Nationality:
- Permanent Home Address:
- Current Postal Address:
- e-Mail Address and Phone Number:
- Marital Status:
- Institution Attended (With Dates):
- Academic and Professional Qualifications with Dates (Photocopies of Certificates to be attached):
- Honours, Distinctions and Membership of Professional Bodies (General and Specific with Dates):
- Present Employment, Status and Salary
- Extra-Curricular Activities:
- Any Other Relevant Information:
- Names and Addresses of Three Referees (two of whom must be professionals or authorities in university administration, and one of whom must be from the applicant's current place of work).

The candidate should also state in clear terms, in not more than 500 words, his/her vision for the University in the next five (5) years with particular reference to the position of Registrar.

In addition to stating the names and addresses of three (3) referees, applicants should request their referees to forward referee report on their behalf under confidential cover to the Office of the Registrar, marked: **"Referee's Report for the Post of Registrar"** not later than six (6) weeks from the date of this publication.

Mode of Submission of Application

All Applications are to be submitted not later than six (6) weeks from the date of this advertisement) under confidential cover with envelop marked **"Application for the Post of Registrar"** to:

The Registrar

Federal University of Transportation,
5 Kilometer, Along Daura - Kano Road,
P.M.B 1050 Daura,
Katsina State,
Nigeria

Note: Only shortlisted candidates will be contacted. The University Governing Council reserves the right to extend the closing date if deemed necessary, and/or re-advertise the position should this process not yield the desired results.

This advertisement does not impose any legal obligation on the University to invite, accept or deal in whatsoever manner with any applicant.

VACANCY FOR THE POST OF BURSAR

The Governing Council in the exercise of its powers, as enshrined in the University's Act No. 34 of 2022, decided to commence the process to fill the vacancy of the Bursar of the University. Consequently, the University hereby invites applications from suitably qualified candidates for the position of Bursar.

Position and Duties

The Bursar is a Principal Officer and the Chief Finance Officer of the University. He/she is responsible to the Vice Chancellor for:

- day-to-day administration and control of the financial affairs of the University;
- advising on financial policies, budgeting, disbursement of funds, purchasing and contracts;
- preparation and presentation of annual estimates, planning, control and periodic evaluation of university accounting and treasury service, including investment of funds;
- preparation and updating of Manual of Financial Procedures; and
- carrying out other duties as may be assigned and provide professional and community service.

Qualifications

Candidate for the post of Bursar should:

- Possess a bachelor's degree in accounting not below second class from a recognized University;
- Be a full member of any recognized Professional Accountancy Body such as ICAN, ANAN, ACCA;
- Possess NYSC discharge/exemption certificate;
- Have a minimum of fifteen (15) years post-qualification cognate experience, three (3) years of which must be in top Management position, preferably at Deputy Bursar's level in a public tertiary institution or cognate experience of eighteen (18) years with a minimum of two (2) years as Deputy Bursar in a public tertiary institution;
- Be able to demonstrate the ability to formulate and implement financial policies and produce manuals of university financial procedures;
- Be computer literate with a working knowledge of relevant accounting packages;
- Should not be older than sixty (60) years at the time of assumption of duty; and
- Should be of good character.

Possession of any relevant postgraduate qualification will be an added advantage.

Tenure and Conditions of Service

The appointment is for a single term of five (5) years only. Salary, allowances and other conditions of service attached to the position are the same as approved for University Bursars of Federal Universities by the Federal Government of Nigeria and as may be modified from time to time by competent authorities.

Method of Application

Interested and qualified candidates are required to submit to the Office of the Registrar fifteen (15) copies of their application with detailed Curriculum Vitae (CV) along with the vision statement for the Bursary Department of the University include the following in the order listed below:

- Full Name
- Place and Date of Birth:
- Home Address:
- Sex:
- Nationality:
- Marital Status:
- Permanent Home Address:
- e-mail and Phone Numbers:
- Degrees (including dates/class and institutions) and/or any other qualifications and distinctions (Photocopies of Certificates to be attached):
- Statement of Experience Including full Details of Former and Present Posts:
- List of Publications:
- Current Research:
- Other Activities Outside Current Employment:
- Extra-Curricular Activities:
- Honours, Distinctions and Membership of Professional Bodies (General and Specific with Dates):
- Present Employment, Status and Salary:
- Any Other Relevant Information:
- Names and Addresses of Three Referees (two of whom must be professionals or authorities in university administration, and one of whom must be from the applicant's current place of work).

The candidate should also state clearly, in not more than 500 words, his/her vision for the University in the next five (5) years with reference to the administration, control and innovations of its Bursary Department.

In addition to stating the names and addresses of three (3) referees, applicants should request their referees to forward referee report on their behalf under confidential cover to the Office of the Registrar, marked: **"Referee's Report for the Post of Bursar"** not later than six (6) weeks from the date of this publication.

Mode of Submission of Application

All Applications are to be submitted not later than six (6) weeks from the date of this advertisement) under confidential cover with envelop marked **"Application for the Post of Bursar"** to:

The Registrar

Federal University of Transportation,
5 Kilometer, Along Daura - Kano Road,
P.M.B 1050 Daura,
Katsina State,
Nigeria

Note: Only shortlisted candidates will be contacted. The University Governing Council reserves the right to extend the closing date if deemed necessary, and/or re-advertise the position should this process not yield the desired result.

This advertisement does not impose any legal obligation on the University to invite, accept or deal in whatsoever manner with any applicant.

VACANCY FOR THE POST OF UNIVERSITY LIBRARIAN

The Governing Council in the exercise of its powers, as enshrined in the University's Act No. 34 of 2022, decided to commence the process to fill the vacancy of the University Librarian. Consequently, the University hereby invites applications from suitably qualified candidates for the position of University Librarian.

Position and Duties

The University Librarian is a Principal Officer of the University responsible to the Vice Chancellor for the administration of the University Library and the coordination of all library services in the University. For the vacant post, the University seeks candidates with vision, proven academic distinction, managerial ability, integrity and requisite professional skills and competences. The candidate must be innovative with good professional leadership and should understand the nature and dynamics of the best practices in the provision of academic library services. Other duties include:

- Operations of the University's Library and its constituent units;
- Framing and operating all Library Policies;
- Maintaining contact and liaison with departments;
- Preparation of Library budgets;
- Engaging in matters of common interest for the benefit of readers and users of the library materials;
- Establishing policy of library exchange; and
- Carrying out other duties as may be assigned by the Vice Chancellor.

Qualifications

Qualification and Experience

- The candidate must possess a good honours degree with master's degree in library and information science or related field from a recognized University;
- A Doctorate Degree in Library and Information Science or related field will be an added advantage;
- Candidate must be certified by the Librarians Registration Council of Nigeria (LRCN) or Nigerian Library Association (NLA).
- The candidate is expected to be Computer literate and proficient in relevant computer applications as applicable to running a modern University Library;
- Candidates must also have at least fifteen (15) years cognate experience in an academic library.
- Strong evidence of substantial number of scholarly publications both in quality and quantum in reputable international and national journals is required.
- Candidate must be capable of providing academic and administrative leadership.
- The candidate should not be older than sixty (60) years at the time of assumption of duty.

Tenure and Conditions of Service

The appointment is for a single term of five (5) years only. Salary, allowances and other conditions of service attached to the position are the same as approved for University Librarians of Federal Universities by the Federal Government of Nigeria and as may be modified from time to time by competent authorities.

Method of Application

Interested and qualified candidates are required to submit to the Office of the Registrar fifteen (15) copies of their application with detailed Curriculum Vitae (CV) along with the vision statement for the position, include the following in the order listed below:

- Full Name:
- Place and Date of Birth:
- Home Address:
- Sex:
- Nationality:
- Marital Status:
- Permanent Home Address:
- e-Mail and Phone Numbers:
- Degrees (including dates/class and institutions) and/or any other qualifications and distinctions (Photocopies of Certificates to be attached):
- Statement of Experience Including full Details of Former and Present Posts:
- List of Publications:
- Current Research:
- Other Activities Outside Current Employment:
- Extra-Curricular Activities:
- Honours, Distinctions and Membership of Professional Bodies (General and Specific with Dates):
- Present Employment, Status and Salary:
- Names and Addresses of Three Referees (two of whom must be professionals or authorities in university administration, and one of whom must be from the applicant's current place of work):
- Any Other Relevant Information.

The candidate should also state in clear terms, in not more than 500 words, his/her vision for the University in the next five (5) years with reference to administration, control and innovations of the University Library System.

In addition to stating the names and addresses of three (3) referees, applicants should request their referees to forward referee report on their behalf under confidential cover to the Office of the Registrar, marked: **"Referee's Report for the Post of University Librarian"** not later than six (6) weeks from the date of this publication.

Mode of Submission of Application

All Applications are to be submitted not later than six (6) weeks from the date of this advertisement) under confidential cover with envelop marked **"Application for the Post of University Librarian"** to:

The Registrar

Federal University of Transportation,
5 Kilometer, Along Daura - Kano Road,
P.M.B 1050 Daura,
Katsina State,
Nigeria

Note: Only shortlisted candidates will be contacted. The University Governing Council reserves the right to extend the closing date if deemed necessary, and/or re-advertise the position should this process not yield the desired results.

This advertisement does not impose any legal obligation on the University to invite, accept or deal in whatsoever manner with any applicant.

SIGNED

Mal. Muhammad Ibrahim, FIPMA, MANUPA
Ag. Registrar