

FEDERAL COLLEGES OF EDUCATION OBUDU

P.M.B 1038, Obudu Cross River State

INTERNAL AND EXTERNAL ADVERTISEMENT, VACANCY FOR THE POST OF A REGISTRAR AND COLLEGE LIBRARIAN

Applications are invited from suitably qualified candidates for the positions of the Registrar and College Librarian, Federal College of Education, Obudu, Cross River State.

DUTIES OF THE REGISTRAR

The Registrar is the Chief Administrative Officer of the College and is responsible to the Provost for the day to day administration of the college. He/She is a principal Officer and Head of Registry Department. He/She serves as Secretary to the Governing Council, Academic Board and other statutory committees. He/She is also responsible for keeping all the records of the Institution.

A. QUALIFICATIONS/ REQUIREMENTS

An applicant for the post of Registrar should:

- i. Be a graduate with good honors degree in any of the social sciences/Humanities with at least twenty one (21) Years cognate experience; or a Masters' Degree from a recognized institution of higher learning plus at least eighteen (18) years cognate experience; or a Doctorate degree with at least fifteen (15) years cognate experience.
- ii. Candidates must be on the rank of Deputy Registrar with at least five (5) years experience as a Deputy Registrar.
- iii. Evidence of strong administrative leadership, initiative and creativity in policy formulation, good industrial human relations and positive managerial attributes;
- iv. Evidence of Membership of reputable professional body(ies) in Nigeria;
- v. Be information and communication Technology (ICT) compliant and must command respect and enjoy the confidence of colleagues;
- vi. Be objective, fair minded, impartial and of proven integrity; and
- vii. the successful applicant must not exceed fifty-nine (59) years of age at the time of assumption of duty.

DUTIES OF THE COLLEGE LIBRARIAN

The duties and responsibilities of the College librarian include but not limited to the following:

- He/She shall be responsible to the provost for the college library and the coordinator of the library services in the Teaching Units of the College
- Forming overall library policy, contacts and liaising with Departments on book requirements,
- Preparation of library budgets,
- Giving professional advice on library matters, etc.

ELIGIBILITY FOR APPOINTMENT

To be eligible for appointment as the College librarian, the candidate must:

- i. Not be more than 59 years at the time of assumption of duty
- ii. Possess an MLS from a recognized institution of higher learning with at least 18 years of cognate experience or possession of a Doctorate Degree, as an added advantage.
- iii. Have been a Chief Lecturer (COMPCASS) for at least three years with proven evidence of the following publications;
 - a. 3 conference papers
 - b. 3 journal articles or
 - c. 3 book chapters, or 2 Text Books
 - Evidence of current Registration with the National Library of Nigeria or any other relevant Professional Body
 - Evidence of distinction/honours in one's field
 - Evidence of community service
 - Be proficient in ICT packages and their applications, particularly in virtual library
 - All other requirements stated under the post of registrar but not stated herein are also applicable and the applicant for the post of College Librarian shall supply the data in his/her application.

B. TERMS OF APPOINTMENT/CONDITIONS OF SERVICE

Conditions of service are as contained in the current edition of the Schemes and Conditions of Service for Federal Colleges of Education in Nigeria

C. DURATION OF TENURE

- The tenure for the appointment is five (5) years from the date of appointment and may be reappointed for a further period of 5 years and no more, subject to good performance.

D. METHOD OF APPLICATION

Applicants are to attach to their applications, twenty (20) copies of their Curriculum Vitae (CV), giving the details in the following order:

- I. Full name with Surname underlined
- II. Date and place of birth

- III. State of Origin/ Local Government Area
- IV. Nationality
- V. Marital Status
- VI. Current postal address (including Telephone No. and E-Mail address)
- VII. Educational Institutions attended with dates
- VIII. Academic professional bodies/Associations
- IX. Previous employer(s) and posts held with dates
- X. Present Employment(including present status and salary)
- XI. Names and addresses of three (3) referees who are to forward confidential reports on them. Such referees should be able to attest to the candidate's claims of administrative capacities as well as their characters.

E. METHOD OF SUBMISSION OF APPLICATION

- The advertisement shall last for 6 weeks from the date of publication to July 1, 2019 and interested applicants shall:
 1. Submit 20 copies of application typed in A4 sized quality paper. Applicants shall attach to the application 20 copies each of their qualification, detailed C.V/ other relevant documents, 3 Referee reports (one of which must be from the Applicant's Provost/Registrar).
 2. Applications should be enclosed in an envelope and marked "APPLICATION FOR COLLEGE LIBRARIAN" OR "APPLICATION FOR REGISTRAR", as the case may be.
 3. Application should be addressed to:

***The Registrar/Secretary to Council,
Federal College of Education,
P.M.B 1038 Obudu,
Cross River State.***

On or before the expiration of the deadline. All applications received after the deadline shall be rejected.

Only applicants who meet the criteria for eligibility stated above shall be shortlisted and communicated.

(signed)

M. O. Adie (Mrs.)

Registrar/secretary to Council