



CRAWFORD UNIVERSITY

**KM 8, ATAN-AGBARA ROAD, FAITH CITY,
P.M.B. 2001, IGBESA, OGUN STATE, NIGERIA**

VACANCY FOR THE POST OF REGISTRAR

OVERVIEW

Crawford University is a private University established by the Apostolic Faith Mission and licensed by the National Universities Commission (NUC) for operation in 2005. The University currently operates two Colleges namely: the College of Natural & Applied Sciences and the College of Business & Social Sciences, and all the Academic Programmes of the University are accredited by the NUC. The University also has a Postgraduate School. The main focus of the University is encapsulated in its motto "*Knowledge with Godliness*".

The Governing Council hereby invites applications from suitably qualified candidates for the position of Registrar of the University which is currently vacant.

The Office of the Registrar

The Registrar is the Chief Administrative Officer of the University and by implication, a Principal Officer. He is responsible to the Vice-Chancellor for the day-to-day administration of the University except on issues bordering on financial matters.

The Registrar is the Secretary to the Governing Council, Senate, Congregation, Convocation and other statutory bodies defined by the enabling laws of the University.

In the light of the enormous responsibilities of the Registrar, the University seeks applications from candidates with vision, proven academic distinction, managerial ability, integrity and transparency in private and public life.

Qualifications & Experience

The candidates must possess a good Honours Degree and master's degree in any discipline with at least 15 years relevant experience in University administration.

Membership of recognized professional bodies will be an added advantage.

Applicants must not be above 60 years of age, and having been a Deputy Registrar (or acted in the post for a minimum of six months) in any tertiary institution will be an added advantage.

Condition of Service

The appointment shall be for a period of five (5) years with a remuneration package which is comparable to what obtains in Federal, State and Private Universities in Nigeria, and as approved from time to time by the Governing Council of the University. The appointment shall also attract privileges, benefits and associated perquisite of office as obtainable in Nigerian Universities.

Method of Application

Candidates are requested to submit twenty (20) type-written copies of their application (including credential and curriculum vitae,) giving the following information:

- (a) Post for which application is being sought
- (b) Full name
- (c) Phone Number(s) including mobile
- (d) E-mail address
- (e) Date of birth
- (f) Place of birth
- (g) Nationality and State of origin
- (h) Religion
- (i) Current postal address
- (j) Marital status
- (k) Number and ages of children
- (l) Institutions attended with dates
- (m) Qualifications obtained with dates
- (n) Academic Honours and Membership of Professional bodies
- (o) Statement of Experience including full details of formal and present posts with salaries and dates
- (p) Evidence of proficiency in ICT (packages and capabilities)
- (q) Societal Linkages
- (r) List of publications, including in what Journals they are published (where applicable)
- (s) Other activities outside current employment
- (t) Proposed date of availability of duties, if appointed
- (u) Names and addresses of three Referees, one of whom must be in position to supply applicant's academic and/or professional reference
- (v) Signature and date

Mode of Submission of Application

Each application should include (20) copies of Vision (not more than one page in single line spacing) for the University in the next 5 (five) years, with particular reference to the administrative system of the University.

Applicants are expected to request their three referees to forward directly to the Pro-Chancellor, a confidential report on the candidate's character, academic and managerial competencies in a properly sealed envelope marked 'Referee's Report (Registrar)' at the top left corner of the envelope.

All applications shall be submitted under confidential cover within 6 weeks from the date of this advertisement and addressed to:

Pro-Chancellor and Chairman of Council,

Crawford University,
Km 8, Atan-Agbara Road,
Faith City, P.M.B. 2001,
Igbesa, Ogun State.

Electronic copy of the application and *curriculum vitae* should also be e-mailed as an attachment to: registrar@crawforduniversity.edu.ng

Signed.

E. A. Atoe, MNIM
Ag. Registrar