



# CRAWFORD UNIVERSITY

Km. 8. Atan/Agbara Road, Faith City,  
P. M. B. 2001, Igbesa, Ogun State, Nigeria  
[www.crawforduniversity.edu.ng](http://www.crawforduniversity.edu.ng)

## ADVERTISEMENT FOR THE POST OF UNIVERSITY LIBRARIAN

### **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, approved to operate from two campuses located at Igbesa, Ogun State and Oye-Ekiti in Ekiti State, is committed to academic excellence and the highest level of discipline and morals. The University currently runs three Colleges namely: the College of Natural & Applied Sciences, College of Business & Social Sciences, and the College of Arts & Communications Studies. The University also has a Post-graduate School and a School of Part-Time Studies. All the Academic Programmes of the University are accredited by the NUC. The main focus of the University is encapsulated in its *Motto* namely, “*Knowledge with Godliness*”.

The Board of Trustees, in conjunction with the Governing Council, hereby invites applications from suitably-qualified candidates for the position of University Librarian.

### **THE UNIVERSITY LIBRARIAN**

The University Librarian is responsible to the Vice-Chancellor for the day-to-day administration of the University Library, and all other matters that may be referred to him/her. He/she is responsible for the coordination of the Library and Information Services in the University, its Campuses, Colleges, Departments, Institutes and other teaching or research Units.

The University Librarian is expected to demonstrate awareness of the central nature of Library & Information Services in the teaching, learning and research process and have the ability to instil in members of the University community, the principles of Information and Digital Literacy and commitment to life-long learning. Also, he/she must ensure up-to-date subscriptions to e-Journals, e-Books and others, as well as arrange exchange facilities for the University libraries.

The University seeks suitably-qualified candidates with the above stated qualities and with vision, proven academic distinction, managerial ability, integrity and transparency in private and public life.

### **QUALIFICATIONS AND EXPERIENCE**

- ♣ Candidates for the position of the University Librarian must possess a good Honours Degree with a minimum of Second Class Lower Division as well as a Master's degree in Library and Information Science from a recognized University. A Doctorate Degree in a relevant discipline is required.
- ♣ The candidate must also have at least fifteen (15) years experience in a University Library, nine (9) of which must have been at Library Management position.
- ♣ The candidate must have held positions not below that of Deputy University Librarian for a considerable number of years.
- ♣ The candidate must possess experience of automation of Library Services.
- ♣ In addition to the academic and professional qualifications, the candidate must possess evidence of membership and registration with the Librarian Registration Council of Nigeria (LRCN).
- ♣ A strong proof of continuing research with appreciable evidence of scholarly publications both in quality and quantum in reputable international and national journals is required.
- ♣ The candidate must possess good managerial skills and competences including a clear understanding of the nature and dynamics of the intricacies in deploying information technologies as tools for the management of information collections in line with global best practices in contemporary University Libraries.
- ♣ Candidate is expected to exhibit strong team leadership and mentorship skills and able to inspire and motivate colleagues to support the vision for the development of the University Library.
- ♣ The candidate must be focused, innovative, commendable in both character and quality of service.
- ♣ The candidate must also exhibit a considerable degree of competence, responsiveness, demonstrable integrity and transparency on matters of financial resource management with an outstanding experience at management level.
- ♣ Must not be above 60 years of age at the time of appointment.
- ♣ Must possess NYSC Discharge Certificate or Evidence of Exemption or Exclusion, as applicable.

### **CONDITIONS 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 perquisites of office as obtainable in Nigerian Universities.

### **METHOD OF APPLICATION**

Each application should be accompanied with a signed *Curriculum Vitae* (CV) which should contain:

1. Full Name
2. Date of Birth
3. Nationality

4. Permanent Home Address
5. Current Postal Address including e-mail address and telephone contact
6. Marital Status
7. Number and Ages of Children
8. Church Affiliation
9. Institutions Attended (With Dates)
10. Academic Qualifications (With Dates)
11. Professional Qualifications (With Dates)
12. Honours, Distinctions and Membership of Learned Societies and Professional bodies
13. Outstanding publications, discoveries or inventions (giving all relevant details)
14. Work experience in the University system (giving names of institution(s) and dates)
15. Details of administrative and managerial experience in a University Library
16. Specific services to local, national and international communities (giving dates, institution/establishment and status)
17. Present Employment, Status, Salary and Employer
18. A Statement of the candidate's Vision for Crawford University Library in the next five years
19. Extra-curricular activities; and
20. Names and Addresses of three referees (one of whom should provide spiritual reference; and one, where appropriate, from the head of the establishment where the applicant currently works).

### **SUBMISSION OF RELEVANT DOCUMENTS**

Each application should include (20) copies of the candidate's Vision for the University Library in the next five (5) years (not more than one page in a single line spacing) with particular reference to the management of Library & Information Services.

All applications and relevant documents are to be submitted under confidential cover in a properly-sealed envelope marked at the upper left hand corner, **"APPLICATION FOR THE POST OF UNIVERSITY LIBRARIAN, Crawford University"**, and addressed to:-

**The Pro-Chancellor & Chairperson of Council,  
Crawford University,  
Km 8, Atan-Agbara Road,  
Faith City, P.M.B. 2001,  
Igbesa, Ogun State, Nigeria**

Such application should reach the Chairperson, Governing Council within six (6) weeks from the date of this Advertisement. Please note that applications received after the deadline will not be considered.

Electronic copy of the application and *Curriculum Vitae* should also be e-mailed as an attachment to: - [registrar@crawforduniversity.edu.ng](mailto:registrar@crawforduniversity.edu.ng)

### **REFEREES' REPORT**

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

### **INTERACTION WITH SHORTLISTED CANDIDATES**

Shortlisted candidates will be invited to an interactive session and will be expected to come with the following:

1. Seven (7) copies of any seven Papers published in reputable international journals.
2. Originals of their credentials.
3. Certificate of Birth or statutory Declaration of Age.
4. Certificate of current Medical Fitness based on documented comprehensive, medical examination from a recognized hospital.

Only shortlisted candidates will be contacted.

*(Signed)*

***Registrar & Secretary to Governing Council***  
***March 31, 2025***