



CRAWFORD UNIVERSITY

Km. 8. Atan/Agbara Road, Faith City,
P. M. B. 2001, Igbesa, Ogun State, Nigeria
www.crawforduniversity.edu.ng

ADVERTISEMENT 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, 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 Registrar of the University.

THE OFFICE OF THE REGISTRAR

The Registrar is the Chief Administrative Officer of the University and by implication, a Principal Officer. He/she is responsible to the Vice Chancellor for the day-to-day administrative work of the University except as regards financial matters. By virtue of that Office, 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 AND EXPERIENCE

The candidate must possess a good Honours Degree with a minimum of Second Class Lower Division and a Master's Degree in relevant discipline from a recognized University, with at least 15 years of cognate experience in university administration. Membership of recognized professional bodies is compulsory.

In addition, proficiency in the use of ICT packages for administration is required. Applicants must not be above 60 years of age at the time of appointment, and must have been a Deputy Registrar for a minimum period of five years in any recognized University;

and having served as a Registrar will be of added advantage. Possession of NYSC Discharge Certificate or Exemption/Exclusion Certificate, as applicable, is compulsory.

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

Candidates are requested to submit twenty (20) type-written copies of their application(s), including credentials and *Curriculum Vitae* giving the following information:

- (a) Post for which application is being sought
- (b) Full name
- (c) Current Postal Address including e-mail address and telephone contact
- (d) Date of Birth
- (e) Nationality and State of Origin
- (f) Marital status
- (g) Number and Ages of Children
- (h) Church Affiliation
- (i) Institutions attended with dates
- (j) Qualifications obtained with dates
- (k) Academic Honours and Membership of Professional bodies
- (l) Statement of Experience, including present employment, status, salary and employer
- (m) Evidence of proficiency in ICT (packages and capabilities)
- (n) List of publications, including in what Journals they are published (where applicable)
- (o) A Statement of the candidate's Vision for Crawford University
- (p) Other activities outside current employment
- (q) Proposed date of availability for duty, if appointed.
- (r) 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).
- (s) Signature and date.

SUBMISSION OF RELEVANT DOCUMENTS

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

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 REGISTRAR, 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

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 (Registrar)."

INTERACTION WITH SHORTLISTED CANDIDATES

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

1. Originals of their credentials.
2. Certificate of Birth or statutory Declaration of Age.
3. 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