



THE GOVERNMENT OF KADUNA STATE

KADUNA STATE COLLEGE OF NURSING AND MIDWIFERY

VACANCIES FOR THE POSTS OF PROVOST, DEPUTY PROVOSTS, REGISTRAR, COLLEGE LIBRARIAN, BURSAR AND DIRECTOR OF PHYSICAL PLANNING AT KADUNA STATE COLLEGE OF NURSING AND MIDWIFERY.

The Kaduna State College of Nursing & Midwifery invites interested eligible candidates from within and outside the College to apply for the posts of Provost, Deputy Provosts, Registrar, College Librarian, Bursar and Director of Physical Planning.

The College operates a multi-campus system and has three campuses in Pambeguwa, Kaduna and Kafanchan, located in Kaduna's three senatorial zones.

GENERAL REQUIREMENTS

Candidates applying for the posts must not be more than 56 years of age at the time of assumption of office, except those for the posts of Provost/Deputy Provosts who had obtained Ph.D. before the age of 55 years or before reaching 35 years of service.

Candidates must not be older than 62 years of age at the time of assumption of office. All Candidates should be I.C.T. proficient and be able to demonstrate a satisfactory ability and understanding of relevant basic digital skills in modern management system.

All Candidates must be of reputable character/behaviour and physically fit for the intended posts.

All Candidates are required to submit along with their Curriculum Vitae (C.V.) a **Suitability Statement** for the posts they are applying for; and will also be required to produce the originals of their certificates and other relevant credentials at the point of interview.

POST: PROVOST

CODE: CNM001

Qualifications/Experiences

Candidates for the post of Provost:

1. Must be a Registered Nurse/Midwife with a minimum of second class Honours Degree in Nursing and a Master's Degree in Nursing or related field from a recognized Institution.
2. Must possess a teaching qualification (PGDE/Diploma in Education or Nurse/Midwife Educator).
3. Must possess current license to practice from Nursing and Midwifery Council of Nigeria.
4. Must possess 15 years cognate Working/Teaching experience as a Nurse in a similar or other Tertiary Institution, two (2) of which must be at Managerial Level.

Duties, Functions and Responsibilities of the Provost

The Provost shall be the Chief Executive Officer of the College and reports to the Governing Council of the College. He/She shall be:

- The Chief Accounting Officer.
- Responsible for maintaining law and order in the College.
- Responsible for maintaining and promoting efficiency and discipline.
- The link between the College Management and the Governing Council on all matters that affect the statutory responsibilities of the College.
- The Chairman of the Management Committee and Academic Board.
- The "Chief Examination Officer" of the College.
- The "Chief Public Relations Officer" of the College.
- Responsible for performing any other duty/duties assigned by the Governing Council.

POST: DEPUTY PROVOSTS

CODES: (KADUNA CAMPUS CNM002), (KAFANCHAN CAMPUS CNM003) AND (PAMBEGUWA CAMPUS CNM004)

Qualifications/Experiences

Candidates for the post of Deputy Provost:

1. Must be a Registered Nurse/Midwife with a minimum of second class Honours Degree in Nursing and a Master's Degree in Nursing or related field from a recognized Institution.
2. Must possess a teaching qualification. (PGDE/Diploma in Education Nurse/Midwife Educator) and Licensed from Nursing and Midwifery Council of Nigeria.
3. Must possess 15 years cognate Working/Teaching experience as a Nurse in a similar or other Tertiary Institution, two (2) of which must be at Managerial Level.

Duties, Functions and Responsibilities of the Deputy Provost

The Deputy Provost is a Principal Officer in the College and

- Shall be the Head of a Campus of the College.
- Shall be responsible to the Provost for the day to day running of the Campus.
- Shall act for and on behalf of the Provost in the Campus.
- May be appointed by the Provost to act on his/her behalf and;
- Is responsible for performing any other duty/duties assigned to him/her by the Provost.

POST REGISTRAR

CODE: CNM005

Qualifications/Experiences

Candidates for the post of Registrar:

1. Must possess a Honours Degree in Public Administration or any other relevant disciplines from a recognized Institution with 15 years cognate work experience, two (2) of which should be at the level of Deputy Registrar in a recognized Tertiary Institution. Possession of a relevant Master's Degree is an added advantage.
2. Must be a member of a recognized relevant Professional Body.

Duties, Functions and Responsibilities of the Registrar

The Registrar is a Principal Officer in the College and shall

- Be the Chief Administrative Officer of the College and shall be responsible to the Provost for the day-to-day administrative work of the College.
- Serve as the Secretary to the Governing Council, the Academic Board, the Management Committee and any of the sub-committees of the College.
- Be the custodian of College Seal and all records other than that of finance.
- Be the chief adviser to the Provost on Administrative and Human Resource Management issues.

POST: COLLEGE LIBRARIAN

CODE: CNM006

Qualifications/Experiences

Candidates for the post of Librarian:

1. Must possess a good Honours Degree in Library Science and a Master's Degree in relevant field with at least 15 years work experience in tertiary institution.
2. Must be registered with a relevant Professional Body for Librarians.

Duties, Functions and Responsibilities of the College Librarian

The College Librarian is a Principal Officer in the College and shall be

- The Head of Library and Information Services Department of the College.
- Responsible to the Provost in the day-to-day running the Library and Information Services Department of the College; including the ICT Facilities.
- Responsible for preparing budget of the department

POST: COLLEGE BURSAR

CODE: CNM007

Qualifications/Experiences

Candidates for the post of Bursar:

1. Must possess of a good Honours Degree or a Higher National Diploma in Accounting/Accountancy, Finance or their equivalents from a recognized Institution of higher learning.
2. Must possess a Professional Accountancy qualification(s) from Association of National Accountants of Nigeria (ANAN) or Institute of Chartered Accountants of Nigeria (ICAN) with at least, 15 years post qualification cognate work experience; five of which must have been at Senior Management level in a Tertiary Institution.

The Duties, Functions, and Responsibilities of the Bursar

The College Bursar is a Principal Officer in the College and shall be

- The Head of Bursary Department of the College.
- Responsible to the Provost for management of Finances of the College.
- The Chief Adviser to the Provost on Financial Matters of the College.

POST: DIRECTOR OF PHYSICAL PLANNING

CODE: CNM 008

Qualifications/Experiences

Candidate for the Post of Director of Physical Planning must be:

1. A holder of a good Honours degree in Relevant Engineering fields, Architecture, Quantity Surveying, Building and Town Planning; with at least 15 years relevant experience. Possession of a relevant master's degree is an added advantage.
2. Registered with relevant professional body.

The Duties, Functions, and Responsibilities of the Director of Physical Planning

The Director of Physical of Planning shall:

1. Be the chief accounting officer and prepares budget of the Department.
2. Report to the Provost for the day-to-day running of the Department.
3. Plan and control the technical activities of the Department.
4. Advice the Provost on the acquisition, operation and maintenance of the College assets.
5. Be responsible for keeping inventory of College assets, their upkeep and security.
6. Prepare quarterly report on the status of physical facilities and infrastructures of the College.
7. Perform any other duties as may be assigned by the Provost.

TERMS OF APPOINTMENT

All the positions are on tenure appointment for a period of four (4) years in the first instance and may after satisfactory performance be re-appointed for another period of four years only.

SALARY

Salaries and other entitlements are as obtainable in similar positions in the Kaduna State Tertiary Institutions.

METHOD OF APPLICATION

Interested eligible candidates are required to submit **twenty (25) copies** each of their application letters (including all relevant documents) attached to their Curriculum Vitae in the format below; and addressed to **"The Chairman Governing Council, Kaduna State College of Nursing and Midwifery, P.M.B 2289, Polytechnic Road, Kaduna, Kaduna State"**.

All Applications should be submitted to the office of the Registrar of the College by **Monday 21st November 2022**, in a sealed envelope and labelled **"APPLICATION FOR THE POST OF THE PROVOST (or any other post the candidate is applying for)"** using the address above".

CURRICULUM VITAE FORMAT

- i. **Name (surname first and underlined):**
- ii. **Gender:**
- iii. **Date of Birth:**
- iv. **Place of Birth:**
- v. **Marital Status:**

- iii. **Date of Birth:**
- iv. **Place of Birth:**
- v. **Marital Status:**
- vi. **Nationality:**
- vii. **State of Origin:**
- viii. **Local Government Area:**
- ix. **Permanent Home Address:**
- x. **Postal Address, Email and Phone Numbers:**
- xi. **Post Applying for:**
- xii. **Present Rank:**
- xiii. **Name and Address of Present Employer:**
- xiv. **Educational Institutions attended and Qualifications obtained with Dates:**
- xv. **Membership/Professional Qualifications:**
- xvi. **Conferences and Publications:**
- xvii. **Hobbies:**
- xviii. **Names and Address of three (3) Referees:**

Note: all Candidates are advised to request each of their three (3) referees to forward reference reports on them under confidential cover to the office of the Registrar, Kaduna State College of Nursing and Midwifery Kaduna, immediately, as they make their applications.

Signed
Muntaka S. Ango
Ag. Registrar/Secretary to Governing Council