



NUHU BAMALLI POLYTECHNIC, ZARIA

VACANCY FOR THE OFFICE OF THE REGISTRAR

INTERNAL AND EXTERNAL ADVERTISEMENT

Applications are invited from suitably qualified candidates to fill the vacant position of the Registrar of Nuhu Bamalli Polytechnic, Zaria.

The Polytechnic operates a multi-campus system thus:

- a. Main Campus located at the former U.P.E. Teachers College along Zaria – Kaduna express road.
- b. Annex Campus is located at the former College of Advanced Studies, Gaskiya, Zaria.
- c. Samaru Kataf Campus located at the former Kaduna State College of Agriculture, Samaru Kataf.

The Polytechnic currently has eight schools, each of which is led by a Director.

OFFICE OF THE REGISTRAR

The Registrar is the Chief Administrative Officer and is responsible to the Rector for the general administration of the Polytechnic.

a. RESPONSIBILITIES

- i. Functions as Secretary to the Governing Council.
- ii. Functions as Secretary to the Academic Board.
- iii. Functions as Secretary to all statutory committees.
- iv. Responsible for keeping all records of the Institution other than financial and medical.
- v. Issues all Certificates of the Institution.
- vi. Takes charge of the Registry Division.
- vii. Responsible to the Rector for day to day administration of the Institution.
- viii. Keeps custody of the Polytechnic seal.
- ix. Performs any other functions that the Rector may assign.

b. QUALIFICATION AND EXPERIENCE

Candidates seeking for the post should:

- i. Have a good first degree (minimum of second class, lower division) preferably in the Arts and Humanities from a recognized Institution and with a minimum of 15 years' cognate experience; as well as a master's degree in and a doctorate degree in a relevant field.
- ii. Be registered with a recognized professional body.
- iii. Not be more than 55 years old at the time of assumption of office.
- iv. Provide evidence of community service.
- v. Be proficient in Information and Communication Technology (I.C.T.).

c. TERMS OF APPOINTMENT

The appointment is for an initial term of four (4) years, renewable after satisfactory performance once and no more. The salary is CONTISS 15.

Other benefits include:

METHOD OF APPLICATION

Candidates should submit twelve (12) copies of their application, including photocopies of certificates and curriculum vitae, to the Registrar using the address below indicating the following:

- a. Name (surname first and underlined).
- b. Date of birth.
- c. Postal address, email and phone numbers.
- d. Educational Institution attended and qualifications obtained with dates.
- e. Working experience with dates.
- f. Name and the address of present employer, salary and current status.
- g. Services to the community, state, national and international organization.
- h. Names and address of three (3) referees.

Candidates will be required to produce the originals of their certificates and other credentials at the interview.

Applications should be submitted in a sealed envelope labelled "APPLICATION FOR THE POST OF THE REGISTRAR, NUHU BAMALLI POLYTECHNIC, P.M.B. 1061, ZARIA".

Applicants should request their referees to send confidential reports on them directly to the Registrar, Nuhu Bamalli Polytechnic, P.M.B. 1061, Zaria.

SUBMISSION OF APPLICATION

Interested and qualified candidates should forward their applications with accompanying documents to the above address no later than Friday, 18th December 2021.

Zainab B. Mohammed
Registrar