



**WADAMTS POLYTECHNIC, PMB 510, ITAOLORUN
ALADE IDANRE, ONDO STATE.**

VACANCIES

INTERNAL AND EXTERNAL ADVERTISEMENT FOR THE POSITIONS OF RECTOR, REGISTRAR, BURSAR & POLYTECHNIC LIBRARIAN

Applications are invited from suitably qualified candidates for the above mentioned positions:

1. RECTOR

The candidate for the position of Rector must be a reputable scholar with outstanding academic/administrative records. He is the Accounting Officer of the Institution and exercises general authority over the staff, students and has responsibility for discipline in the Institution. The Rector is only answerable to the Governing Council of the Polytechnic.

QUALIFICATIONS AND REQUIREMENTS

The qualifications and requirements that a candidate applying for the position must satisfy are encapsulated as follows:

- i. should possess a masters or Ph.D degree from a recognized Institution in any of the programmes offered by the Polytechnic and a minimum of fifteen (15) years post qualification relevance professional/administrative experience at least five (5) of the years must have been acquired in a Polytechnic or an Institution of comparable status.
- ii. Should have been a Chief Lecturer for not less than five (5) years' experience on the Chief Lectureship position.
- iii. Should as part of his mandatory duties/responsibilities, be able to competently advise/discuss issues relating to policy, finances and general administration of the Institution.
- iv. Should have a clear understanding of the vision/mission of the Institution.
- v. Must have both local/foreign connections or belong to reputable local/foreign professional bodies such that can make it possible for the Rector to attract local and foreign

research grants/funds as well as staff exchange programme for the development of the Polytechnic.

- vi. Should have the ability to attract, motivate and retain highly talented/skilled academic/administrative staff.
- vii. Must display impeccable personal integrity in the management of funds and particularly show prudence in deploying the financial resources of the Institution.
- viii. Should have ability to give direction on the regulation of student admission subject to the guidelines/procedure approved by the Board of Studies and other relevant approved Bodies.
- ix. Should demonstrate interest/commitment to the development of Information Communication Technology (ICT) in the programmes and services of the Institution.
- x. Should have evidence of scholarly publications in reputable local/foreign journals.
- xi. Must demonstrate inter-personal and team-building skills and ability to build bridges between staff, students and other relevant stakeholders in the overall interest of the Polytechnic Community.
- xii. Must be morally upright, fair-minded and should display evidence of physical and mental health.

TERMS OF APPOINTMENT/CONDITIONS OF SERVICE

- i. The Rector shall hold office for a single term of four (4) years only on such terms and conditions as may be explained in the letter of appointment
- ii. The remuneration and condition of service attached to the position are as applicable to the post of Rector in similar higher institutions in Nigeria and as may be spelt out by the Governing Council of WADAMTS Polytechnic, Itaolorun-Alade Idanre.

2. REGISTRAR

- A good first degree preferably in the Humanities, Law, Social Sciences or Management Science from a recognized university plus at least twelve (12) years relevant post-qualification cognate experience, or Master's degree with ten (10) years Polytechnic experience, a part of which must be in the administrative cadre of a Polytechnic/higher institution.
- Membership of recognized professional bodies, ANUPA, NIM, IPMN, AUA is mandatory.

3. BURSAR

- A good first degree in Accountancy with 12 years post – qualification experience.
- A Professional recognized Accountancy Qualifications plus ICAN, ACA, ACCA, ACMA, ANAN.
- Must be able to demonstrate ability to formulate and implement financial policies and produce manuals of accounting procedure.

4. LIBRARIAN

- A good Bachelor's Degree in Library Science plus at least three (3) years post-qualification cognate experience or a Master's Degree in Library Science.
- The applicant should have at least one conference/seminar paper.

TERMS OF APPOINTMENT/CONDITIONS OF SERVICE

The remuneration and condition of service attached to the positions are as applicable to the post of Registrar, Bursar and Librarian in similar higher institutions in Nigeria and as may be spelt out by the Governing Council of WADAMTS Polytechnic, Itaolorun-Alade Idanre.

Method of application

Interested candidates are required to submit twenty (20) copies of their application letters and curriculum Vitae and certificates and other credentials. Application details should be provided under the subheadings listed as follows:-

- i. Full Name (Surname, First Name & Middle Name)
- ii. Position sought
- iii. Place/state of Birth
- iv. Local Government Area
- v. Nationality
- vi. Permanent Home Address
- vii. Correspondence Address (if different from 'VI 'above)
- viii. Phone No./Email Address
- ix. Marital status
- x. Number/Age of children (if)
- xi. Educational institutions attended with dates
- xii. Academic qualifications with dates
- xiii. Professional qualifications with dates
- xiv. Work experience including full details of former and present position.
- xv. Full details of teaching & research works.
- xvi. Detailed list of publications with dates
- xvii. Academic/professional Honours/Awards (if any)
- xviii. Extra-curricular/Community activities (if any)
- xix. Names Address of three referees
- xx. One and a half page write-up on the candidate's vision and mission for the new polytechnic

REFERENCE LETTERS

Candidates should request their respective referees to forward under "confidential cover" their reports direct to the chairman, Governing Council.

CLOSING DATE

Applications as well as other supporting documents should be submitted to the nearest Post Office in Sealed Envelope and marked “post of Rector’s” at the top right corner of the envelope, to reach,

The chairman, Governing Council Wadamts Polytechnic, PMB 510, Itaolorun Alade, Idanre, Ondo State, Nigeria not later than 3 weeks from the date of this advertisement.

Signed

Olu Egunjobi, *B.Sc., MPA, AMNIM, ANUPA.*

Registrar