



**THE FEDERAL POLYTECHNIC, MUBI**  
**P. M. B. 35, MUBI, ADAMAWA STATE**  
**(OFFICE OF THE REGISTRAR)**

**VACANCY FOR THE POST OF REGISTRAR**

The Federal Polytechnic, Mubi, hereby invites applications from suitably qualified Candidates to fill the post of the **Registrar**, which will become vacant on 1<sup>st</sup> April, 2019.

**1. THE POST:**

The Registrar is a Principal Officer of the Polytechnic and Secretary to the Governing Council, the Academic Board and other Statutory Committees as well as any Sub-Committee that may be put in place. He/she is the chairman, Junior Staff Appointments and Promotions Committee.

The Registrar is responsible to the Rector for the day-to-day administration of the Polytechnic except on financial matters.

**2. QUALIFICATIONS & EXPERIENCE:**

The prospective applicant must:

- (i) Possess a good Bachelor's Degree (minimum of Second Class Lower Division) in the Arts, Social Sciences or Humanities from a recognized Institution of Higher Learning with at-least 17 years cognate experience or a Masters Degree plus at least 15 years cognate experience or a Doctorate Degree plus at least 12 years cognate experience in Institutions of higher learning.
- (ii) Be a registered member of a recognized relevant professional body.
- (iii) Must be proficient in ICT packages.
- (iv) Have occupied the position of a Deputy Registrar for a period of not less than five (5) years in an Institution of higher learning preferably in a Polytechnic.
- (v) Not be more than 59 years of age at the time of applying for the position.
- (vi) Enjoy excellent physical and mental health with evidence from a Government Hospital.

**3. QUALITIES:**

The Registrar must be a person of proven integrity. He/she must be intellectually and professionally sound and knowledgeable in the rules and regulations of the Polytechnic system. Also, he/she must be versed in the Public Service Rules and be computer literate. He/she must be able to assist the Chief Executive, the Polytechnic Governing Council and the Academic Board in formulating sound academic and administrative policies. He/she must be loyal to the Chief Executive and the Council and assist effectively in the running of the affairs of the Polytechnic.

**4. TENURE OF APPOINTMENT:**

The appointment will be for a term of five (5) years in the first instance and may be renewed, subject to satisfactory performance for another term of five (5) years and no more.

**5. SALARY AND OTHER BENEFITS:**

The salary attached to the position of Registrar is Consolidated Tertiary Educational Institutions Salary Structure - **CONTEDISS 15** (N4, 866, 343.44 - N5, 407,503.00) per annum. Also, the appointee shall enjoy other benefits of office as may be approved from time to time by the Federal Government and as attached to the office of a Principal Officer in the Polytechnic.

**6. CONDITIONS OF SERVICE:**

The Conditions of Service for the post are the same as obtained in all Federal Polytechnics in the Country. Also, the Appointee shall enjoy other benefits of office as may be approved from time to time by the Federal Government and as attached to the office of a Principal Officer in the Polytechnic.

## **7. METHOD OF APPLICATION:**

Interested applicants should submit twenty (20) typewritten copies of applications and Curriculum Vitae giving information in the following order:

- (i) Names in full (Surname first).
- (ii) Date and Place of Birth.
- (iii) Local Government Area.
- (iv) State of Origin.
- (v) Nationality and how acquired.
- (vi) Marital Status.
- (vii) Number and Ages of Children.
- (viii) Current contact address with telephone number(s) and e-mail.
- (ix) Permanent Home Address, if different from (viii) above.
- (x) Educational Institutions attended (with dates).
- (xi) Academic and Professional Qualifications obtained with dates.
- (xii) Membership of relevant Professional Bodies.
- (xiii) Previous Employment Records including Post, Date and Salary.
- (xiv) Present Employment Records including Post, Date and Salary.
- (xv) Evidence of Community Service.
- (xvi) Mission Statement/Proposal on making the Registry fulfill her objectives.
- (xvii) Extra-Curricular Activities.
- (xviii) Name and Addresses of three (3) Referees.  
(Educational/Employment/Personal)

**Note:** Applicants should request their Referees to forward Confidential Reports on them directly to the Registrar's Office on or before the closing date of this advertisement

## **8. CLOSING DATE:**

Applications should be forwarded either by hand or post in a sealed envelope and marked "**POST OF REGISTRAR**" on the top left hand side of the envelope to reach:

**THE OFFICE OF THE PUBLIC RELATIONS OFFICER,  
THE FEDERAL POLYTECHNIC,  
P. M. B. 35, MUBI,  
ADAMAWA STATE, NIGERIA.**

**not later than six (6) weeks from the date of publication of this advertisement.**

Please, note that late submission of applications will not be entertained and **only shortlisted Candidates will be contacted.**

*Signed:*

**Dr. Suleiman S. Buba  
Registrar**