

QUALIFICATION AND EXPERIENCE

REGISTRY DEPARTMENT

1. **Admin. Asst.**

A good bachelors' degree in Humanities, Education and Social Sciences from a recognized University plus National Youth Service Corps (NYSC) discharge or exemption certificate.

. **Admin. Officer**

A good bachelors' degree in Humanities, Education and Social Sciences from a recognized University plus (3) years' post qualification experience. Candidate with Masters' Degree in the above mentioned fields are eligible to apply.

3. **Assistant Registrar**

A good bachelors' degree in Humanities, Education and Social Sciences from a recognized University plus six (6) years' post qualification experience. Candidate with Masters' Degree in the above mentioned fields with three (3) years' experience are eligible to apply.

4. **Senior Assistant Registrar**

A good bachelors' degree in Humanities, Education and Social Sciences from a recognized University plus (9) years' post qualification experience. Candidate with Masters' Degree in the above mentioned fields with six (6) years' experience are eligible to apply.

5. **Executive Officer (Admin)**

National Diploma in relevant field or an equivalent qualification plus at least three (3) years' relevant post qualification experience.

6. **Higher Executive Officer (Admin)**

HND in the relevant field with NYSC or exemption certificate.

8. **Senior Executive Officer (Admin)**

HND in relevant field plus three (3) years' post qualification experience

9. **Principal Executive Officer II**
HND in the relevant field plus six (6) years' post qualification experience
10. **Confidential Secretary II**
HND in Secretarial Studies, evidence of proficiency in Computer plus NYSC discharge certificate. National Diploma in Secretarial Studies plus evidence in Computer proficiency with six (6) years' post qualification experience.
11. **Confidential Secretary I**
HND in Secretarial Studies with three years post qualification experience. Evidence of proficiency in computer or National Diploma in Secretarial Studies with 10 years' post qualification experience. Evidence of computer proficiency
12. **Senior Confidential Secretary**
HND in Secretarial Studies with six (6) years' post qualification experience. Evidence of proficiency in Computer or National Diploma in Secretarial Studies with thirteen (13) years post qualification experience and evidence of computer proficiency.
13. **Principal Confidential Secretary**
HND in Secretarial Studies with nine (9) years' post qualification experience. Evidence of proficiency in computer or National Diploma in Secretarial Studies with sixteen (16) years' post qualification experience and as well as evidence of proficiency in computer.
14. **Systems Analyst I/Programmer I/Engineer I**
Bachelor's degree in Computer Science / Computer Engineering plus three (3) years' post qualification experience or Masters' degree in Computer Science /Computer Engineering with at least one (1) year relevant experience.
15. **Systems Analyst II/Programmer II/Engineer II**
Bachelor's degree in Computer Science / Computer Engineering plus NYSC or exemption certificate.
16. **Senior Computer Operator**

Diploma in Computer Studies with minimum of 50WPM. Minimum of three years' experience as Computer Operator I or six (6) years' post qualification experience.

17. **Computer Operator I**

Diploma in Computer Studies with minimum of three (3) years' post qualification experience or Certificate in Computer Studies with six (6) years' post qualification experience.

In addition, minimum of 35 WPM is mandatory.

BURSARY DEPARTMENT

A recognized relevant professional qualification plus three (3) years' experience as Principal Accountant.

3. **Senior Accountant**

A good bachelor's degree in Accounting or related field with three (3) years' post qualification experience or a Master's degree in Accountancy with three (3) years' relevant experience.

A recognized relevant professional qualification plus three (3) years' experience as Accountant I .

4. **Accountant I**

A good bachelor's degree in Accounting with three (3) years' experience as Accountant II

5. **Accountant II**

A good bachelor's degree in Accounting plus NYSC Discharge or Exemption Certificate with minimum of three (3) years' experience.

6. **Higher Executive Officer (Accts)**

HND in the relevant field with NYSC discharge or exemption certificate or ND in Accounting with minimum of three (3) years' experience as Executive Officer (Accts).

7. **Executive Officer (Accts)**

National Diploma in Accounting plus three (3) years' relevant experience.

8. **Assistant Chief Stores Officer**

HND/Degree in relevant field (such as Purchasing and Supply, Marketing, Business Admin. etc) plus twelve (12) years' relevant experience

9. **Higher Stores Officer/Higher Procurement Officer**

HND in relevant field (such as Purchasing and Supply, Marketing, Business Admin. etc) plus NYSC Discharge or Exemption Certificate.

Internal Audit

Chief Internal Auditor

1. A good bachelor's degree/HND in Accounting plus twelve (12) years' relevant experience. or a Master's degree in Accounting with nine (9) years' relevant experience. Professional qualification from a recognized accounting body is mandatory

2. **Internal Auditor I**

B.Sc. or HND in Accounting plus membership of a recognized professional accounting body with at least three years' relevant experience.

Sports Unit

1. **Senior Coach**

A good bachelor's degree in Physical and Health Education or its equivalent qualification and coaching ability in a specific sport or game. At least 3 years' experience as Coach is mandatory.

Master's degree in Physical Education/PHE with three (3) years' relevant experience

2. **Coach I**

A good degree in Physical and Health Education or its equivalent qualification. Coaching ability in a specific sport or game with at least three years' experience as sports coach II

Security Division

1. **Chief Security Officer**

Retired military or Paramilitary officers not below the rank of Major or equivalent are eligible to apply

2. **Senior Security Officer**

Retired military or Paramilitary officers not below the rank of Captain or equivalent are eligible to apply.

3. **Security Officer**

Retired military or Paramilitary officers not below the rank of Lieutenant or equivalent rank are eligible to apply.

Physical Planning and Development

1. **Senior Architect**

A good bachelor's degree in Architecture

2. **Senior Engineer (Civil/Mech./Elect) /Senior Quantity Surveyor)**

A good bachelor's degree in relevant field with atleast three years' experience as Engineer I.

2. **STO (Civil/Mech./Elect/Quantity Surveying)**

HND in relevant discipline from a recognized institution with at least three years' experience as Higher Technical Officer

3. **HTO (Civil/Mech./Elect./Quantity Surveying/Arch)**

HND in relevant discipline from a recognized institution plus NYSC discharge or exemption certificate.

Health Services Department

1. **Medical Officer**
MBBS degree, completion of 1 year housemanship and NYSC plus full registration by the MDCN.
2. **Senior Nursing Officer**
HRN, SCN or SRN certificate with atleast 3 years' experience as Nursing officer.
3. **Staff Nurse/Midwife**
HRN or SCN and atleast two years' experience as Nursing Officer
5. **Pharmacist I**
A good bachelor's degree in Pharmacy with full registration by Pharmacy Council of Nigeria and at least two (2) years' post qualification experience.
6. **Senior Medical Laboratory Technologist**
A good bachelor's degree in Medical Science Laboratory or final Diploma of IMLT plus minimum of three years' experience as Medical Laboratory Technologist.
7. **Senior Medical Records Officer**
B.Sc Degree/HND in Medical Records from any recognized University or its equivalent with three (3) years post qualification experience.

University Library

1. **Senior Library Officer**
HND in Library Studies with three years' post qualification or ND in Library Studies with nine (9) years' relevant experience.
2. **Higher Library Officer**
HND in Library Studies or evidence of NYSC Discharge of Exemption Certificate or ND in Library Studies with six (6) years' relevant experience

3. **Library Officer**

Diploma in Library Studies with three years' relevant experience or Certificate in Library Studies with six years' post qualification experience.

Public Relations Unit

1. **Chief Information Officer**

A good bachelor's degree in English Language, Mass Communication or Sociology with at least 15 years' experience plus registered membership of Nigeria Institute of Public Relations (NIPR)

Master's degree in relevant field with twelve years' experience with registered membership of NIPR.

2. **Information Officer II**

A good bachelor's degree from a recognized University in English Language, Mass Communication or Sociology plus evidence of NYSC Discharge of exemption certificate.

Academic Planning Unit

1. **Senior Planning Officer**

A good bachelor's degree in Education Economics, Economics, Statistics, Geography or Educational Administration and Planning with a minimum of six (6) years' post qualification experience.

2. **Planning Officer I**

A good bachelor's degree in Education Economics, Economics, Statistics, Geography or Educational Administration and Planning with a minimum of three (3) years' post qualification experience.

3. **Planning Officer II**

A good bachelor's degree in Education Economics, Economics, Statistics, Geography or Educational Administration and Planning with evidence of NYSC Discharge or Exemption Certificate.

Technologists

1. Technologist I

A good Bachelor's degree/HND in relevant field and registration with professional body as applicable plus 3 years' post registration experience

2. Technologist II

A good Bachelor's degree/HND in relevant field and registration with professional body as applicable plus NYSC Discharge or Exemption certificate

.