

**FEDERAL SCHOOL OF SURVEYING, OYO
P.M.B. 1024, OYO, OYO STATE**



**INTERNAL AND EXTERNAL ADVERTISEMENT
VACANT POSITIONS OF REGISTRAR AND BURSAR**

INTRODUCTION

Applications are hereby invited from suitably qualified candidates for the positions of Registrar and Bursar of the Federal School of Surveying, Oyo, Oyo State.

THE INSTITUTION

The Federal School of Surveying, Oyo is a Tertiary Institution set up primarily to train Professionals, Technologists and Technicians in the field of Surveying and Geoinformatics and other related Programmes for the national economy.

The School, being a pioneer in Surveying Education and Centre of Excellence, its aim is to strive at producing graduates who shall be:

- (a) (i) sound and proficient in the practice of the Profession;
 - (ii) technically confident such that they can solve any problem confronting them in practice;
 - (iii) of high integrity and maintain high ethical standards.
- (b) (i) to encourage its Staff to contribute to learned journals publications and also create an atmosphere conducive to publication to textbooks and reading materials, scientific enquiry and inventions for the greater glory of the School in particular and that of the nation in general.

1. REGISTRAR

JOB DESCRIPTION

- The Registrar is a Principal Officer of the School and is responsible to the Rector for the day-to-day administration of the School.
- The Registrar is the Secretary to the Governing Council, the Academic Board and other Statutory Committees of the Council.
- The Registrar is in charge of records and issuance of certificates, interpreting and applying rules and regulations of the School (among others).

QUALIFICATIONS AND EXPERIENCE

Applicants for the position of Registrar must possess a good Bachelor's Degree (minimum of second class lower division) preferably in Arts, Social Science or Humanities from a recognized institution of higher learning, plus at least 18 years cognate experience in tertiary institutions or a holder of Master's Degree from a recognized institution of higher learning plus at least fifteen (15) years cognate experience in tertiary institutions or a holder of Doctorate Degree plus at least twelve (12) years cognate experience in tertiary institutions.

Applicants must not be more than fifty-nine (59) years of age as at the time of assumption of duty. He/she must have been a Deputy Registrar in a Polytechnic and similar Institution for at least four (4) years and must be computer literate.

2. BURSAR

JOB DESCRIPTION

- The Bursar is a Principal Officer and Head of the Bursary Department in the School and is responsible to the Rector in the day-to-day administration and control of the financial affairs of the School.
- As the financial controller, the Bursar shall advise on all financial policies including budgetary matters, procurement, contracts, pensions and gratuity.
- The Bursar also advises on the issuance of loans, insurance and other financial matters as may be referred to him from time to time by the Rector and the Council.

QUALIFICATIONS AND EXPERIENCE

- Applicants must possess a Degree in Accounting (with a minimum of second class lower division) or HND in Accounting (with a minimum of lower credit, and at least 15 years cognate experience).
- Applicants must possess any professional accounting qualification from recognized bodies such as ICAN and ANAN amongst others.
- A Masters or Doctorate Degree in Accountancy or any related discipline of Fellowship of any professional accounting body will be an added advantage.
- Applicants must have been Deputy Bursar/Chief Accountant in a Polytechnic and similar Institution **four (4) years or must have acted as a Bursar and must be computer literate.**
- Applicants must not be more than fifty-nine (59) years of age at the time of assumption of duty.

KEY COMPETENCES

- Applicants for the position of Bursar must have exhibited in the past, considerable degree of competence in the management of financial resources and must be of proven integrity.
- Applicants must demonstrate capacity to take quick financial decisions.

QUALITIES EXPECTED FROM APPLICANTS

Applicants for the two (2) positions are expected to:

- (i) Demonstrate evidence of strong administrative and visionary leadership;
- (ii) Be morally sound and of impeccable character;
- (iii) Enjoy sound physical and mental health (to provide medical report from a government hospital); and
- (iv) Be intellectually sound and demonstrate knowledge of the rules and regulations of the School system.

TERMS OF APPOINTMENT AND CONDITIONS OF SERVICE FOR THE TWO (2) POSITIONS

The Conditions of Service for the positions are the same as obtained in all Federal Polytechnics and similar Institutions in the Country. The appointments are for a single term of five (5) years. The salary is consolidated and the appointees shall enjoy benefits of office as may be approved from time to time by the Federal Government and as attached to the office of Principal Officers in the School.

METHOD OF APPLICATION

Applicants are required to submit soft copies of their application and Curriculum Vitae, giving information in the order listed below:

- Full Name (with surname underlined)
- Post Applied for
- Date of Birth
- Place of Birth
- Local Government and State of Origin
- Nationality
- Permanent Home Address (Not P.O. Box or P.M.B.)
- Current Postal Address (including GSM number and e-mail address)
- Marital Status
- Number of Children with Names and Ages
- Institutions Attended with Dates

- Certificates Obtained with Dates
- Professional Qualifications with Dates
- Publications (if any and where application)
- Working Experience (General and Specific Experience with Dates)
- Evidence of Community Service (with dates)
- Present Employment (showing date and salary)
- Names and Addresses of three (3) referees who should forward their confidential report directly to:
registrar@fss-oyo.edu.ng and copy
info@fss-oyo.edu.ng.

Such referees should be able to attest to the applicant's suitability for the position.
Applications are to be submitted in soft copies to the above email addresses.

Applications must reach the Registrar not later 42 days from the date of advertisement.

Note: Applicants must be ready to support every claim with documentary evidence (where applicable) and bring the originals of all their credentials if invited for interview.

Oyedele, Oyekola Olutayo
Registrar and Secretary to the Council