



THE FEDERAL POLYTECHNIC, IDAH

P.M.B. 1037, IDAH- KOGI STATE

OFFICE OF THE REGISTRAR

ADVERTISEMENT FOR THE POSITIONS OF REGISTRAR AND BURSAR

PREAMBLE:

The Governing Council of the Federal Polytechnic, Idah hereby invites applications from suitably qualified candidates to fill the posts of the Registrar and Bursar of the Institution which will become vacant on 11th July, and 19th June, 2023 respectively.

1. THE REGISTRAR

The Registrar is the Chief Administrative Officer of the Polytechnic. Responsible to the Rector for the day to day administration of the Polytechnic and shall perform such other duties as the Governing Council or, as the case may be, the Rector may from time to time require him/her to do. The Registrar is one of the Principal Officers of the Polytechnic and heads the Registry and custodian of Polytechnic documents. He/She is the Secretary to the Council, the Academic Board, the Congregation and any committee of the Council.

1.1 QUALIFICATIONS AND EXPERIENCE

The candidate for the post must possess the following qualifications and qualities:

- [i] a first degree with a minimum of second class lower division or Higher National Diploma [HND] with at least a lower credit in Social Sciences, Education, Arts, Humanities and other related disciplines from a recognized institution of higher learning;
- [ii] a minimum of twenty-two [22] years post qualification cognate experience for first degree and HND holders or Master's degree in relevant discipline with a minimum of nineteen [19] years post qualification cognate experience, Doctorate degree (Ph.D) in relevant discipline with a minimum of thirteen [13] years post qualification cognate experience, at least ten [10] years of which must have been gained in a Polytechnic or similar TVET institution;
- [iii] be a registered member with relevant professional bodies recognized by the Federal Government;
- [iv] be currently on the rank of Deputy Registrar for a period of NOT less than four [4] years in a higher institution of learning;
- [v] be proficient in Information and Communication Technology skills and packages;
- [vi] not more than fifty-nine [59] years of age as at 11th July, 2023;
- [vii] strong administrative leadership, initiative and creativity in administration, policy formulation, good human relation and positive in managerial attributes;
- [viii] knowledgeable in the Public Service Rules and regulations of the Polytechnic system;
- [ix] be a person who is not likely to pursue racial, gender, political, religious or other sectional interest;
- [x] be morally sound, of impeccable character, proven integrity and free from financial embarrassment; and
- [xi] be physically and mentally fit [with evidence from a government hospital].

2. BURSAR

The Bursar is the Chief Financial Officer of the Polytechnic responsible to the Rector for the day to day administration and control of the financial affairs of the Polytechnic. He/She is one of the Principal Officers of the Polytechnic. He/She heads the Bursary and the custodian of the Polytechnic finances.

2.1. QUALIFICATIONS AND EXPERIENCE

The candidate for the post must possess the following qualifications and qualities:

- [i] a first degree with at least a second class lower division or Higher National Diploma (HND) with at least a lower credit in Accountancy or Finance related disciplines from a recognized institution of higher learning;
- [ii] a minimum of twenty-two (22) years post qualification cognate experience for first degree and HND holders in Accounting or similar discipline in a Polytechnic or similar TVET institution;
- [iii] registration with any of, ICAN, ANAN, ACCA, CIPF, ICMA or ICPA or any other professional accounting body/bodies recognized by the Federal Government;
- [iv] be currently on the rank of Chief Accountant or Chief Auditor or Deputy

Bursar for a period of NOT less than four [4] years in a tertiary institution of learning;

- [v] be proficient in Information and Communication Technology (ICT) skills and packages;
- [vi] not more than fifty-nine [59] years of age as at 19th June, 2023;
- [vii] strong financial and administrative leadership, initiative and creativity in financial policy formulation, good human relation and positive managerial attributes;
- [viii] be a person who is not likely to pursue racial, gender, political, religious or other sectional interest;
- [ix] be morally sound, of impeccable character, proven integrity and free from financial embarrassment; and
- [x] be physically and mentally fit [with evidence from a government hospital]

3. TERMS OF APPOINTMENTS AND CONDITIONS OF SERVICE

Both appointments are for a single tenure of five [5] years each in line with extant provisions. The salary is consolidated and the appointees shall enjoy any other benefits attached to the position of a Principal Officer of the Polytechnic as approved by Federal Government.

4. METHOD OF APPLICATION

Applicants are required to submit twenty [20] copies of typed written application letter, curriculum vitae and attach photocopies of all relevant documents to their applications giving the details in the following order:

- [i] Full names [Surname first and underlined];
- [ii] Date and place of birth;
- [iii] State of origin and Local Government Area;
- [iv] Nationality and how acquired;
- [v] Marital status;
- [vi] Number and ages of children;
- [vii] Current postal address including telephone number(s) and email address;
- [viii] Educational institutions attended with dates;
- [ix] Academic and professional qualifications obtained with dates;
- [x] Evidence of membership of professional bodies/associations;
- [xi] Honours and distinctions [if any];
- [xii] Academic/Scholarly publications
- [xiii] Conferences attended and papers with dates;
- [xiv] Previous employer[s] and post[s] held with dates;
- [xv] Present employment to include status, duties and any other relevant experience;
- [xvi] Statement of own vision for the Polytechnic [20 copies];
- [xvii] Other activities outside current employment;
- [xviii] Names and addresses of three [3] Referees [Employer, Educational and Personal] who are to forward confidential reports directly to the Registrar, Federal Polytechnic, Idah. Such referees should be able to attest to the candidate's claim, high academic and managerial capabilities as well as to the candidate's notable uprightness.

5. ADDITIONAL INFORMATION

- [a] Applicants will be required to produce originals of their certificates and other relevant credentials if invited for interview. Photocopies will not be accepted.
- [b] Previous holders of the positions in any tertiary institution need not apply
- [c] Applications are to be submitted in a sealed envelope and marked "APPLICATION FOR THE POST OF REGISTRAR or BURSAR" as the case may be at the top left hand corner and addressed to:

**THE REGISTRAR,
THE FEDERAL POLYTECHNIC, IDAH
P.M.B. 1037, IDAH, KOGI STATE.**

CLOSING DATE

Applications are to reach the office of the Registrar not later than 17th April, 2023.

Note that late applications will not be entertained and only shortlisted candidates will be contacted.

SIGNED:

ABDULKADIR B. ABBA
REGISTRAR AND SECRETARY TO COUNCIL