

KWARA STATE POLYTECHNIC, ILORIN

(Office of the Registrar)

INTERNAL & EXTERNAL ADVERTISEMENT FOR THE POST BURSAR, POLYTECHNIC LIBRARIAN AND DIRECTOR OF WORKS FOR THE KWARA STATE POLYTECHNIC, ILORIN

Applications are hereby invited from suitably qualified candidate for the post of Bursar, Polytechnic Librarian and Director of Works for the Kwara State Polytechnic, Ilorin.

1. BURSAR - CONTISS 15

The Bursar is the Chief Finance Officer of the Polytechnic and is responsible to the Rector for the day to day administration and control of financial affairs of the Institution. As the head of the Bursary Department, he plans, organizes, directs and co-ordinates the financial operations of the Polytechnic.

QUALIFICATION AND EXPERIENCE

Applicants should be holders of a good honours degree in Accountancy or Finance from a recognized institution of higher learning or equivalent professional Accountancy qualification with at least seventeen (17) years post qualification cognate experience, and must be registered with a recognized Professional Accounting Body.

The candidates must have an adequate knowledge of ICT.

2. POLYTECHNIC LIBRARIAN – CONTISS 15

The Polytechnic Librarian is responsible for framing overall library Policy and liaise with relevant bodies on matters related to proper functioning of the library. He responsible for the preparation of Library budgets. The Polytechnic Librarian is also responsible to the Rector for the smooth running of the Libraries on the two campuses of the Polytechnic.

QUALIFICATION AND EXPERIENCE

The applicant for the post of Polytechnic Librarian must be a holder of M. L.S, Degree in Library Science from a recognized University and must have at least 15 years cognate experience or a B. L.S. with 17 years post qualification experience. The applicant must have at least the following publication:

- i. 4 journal papers published in a reputable National/ International conference / seminars plus
- ii. 3 other conference papers published in proceedings at National/International conference/ seminars and
- iii. Two standard textbooks or
- iv. Not less than 4 meaningful chapter contributions in standard textbook(s) in lieu of (iii)
- v. Evidence of community service.

3. DIRECTOR OF WORKS -CONTISS 15

The Director of Works oversees the affairs of the Works and Estate Department. He/She formulates divisional strategies to achieve the Institutional goals. He plans and controls the technical activities of Works Department, advising the Rector on the acquisition, operation and maintenance of all Polytechnic assets. The Director of Works is also responsible for preparing the Works Division's Budget and exercising budgetary controls.

He keeps an inventory of all Polytechnic vehicles and has responsibility for their maintenance and security.

QUALIFICATION AND EXPERIENCE

He/ She must possess a honours degree in Mechanical/ Electrical / Civil Engineering. In addition he must be fully registered with COREN and NSE and has at least 17years post-qualification cognate experience in project /works management or a Master's degree holder with 15 years cognate experience and registered with relevant Professional bodies.

METHOD OF APPLICATION

Applicants are to submit twenty-five (25) copies of the following:

- (i) Typewritten Application letters, and Photocopies of Credentials
- (ii) Curriculum Vitae giving the following information.
 1. Full names (Surname underlined)
 2. Age stating date and place of birth
 3. Marital status stating number of children and ages
 4. Name and address of Next of Kin
 5. State of origin and local Government Area
 6. Nationality
 7. Current Postal Address
 8. Educational Institutions attended with dates
 9. Educational Institutions attended with dates
 - 10a . Academic and Professional qualifications and distinctions
 - b. Membership of Professional Bodies
 11. Working experience (in chronological sequence)
 12. Present employment status and salary
 13. Extra Curricular activities
 14. Publications (in standard format)
 15. Names and Addresses of Three (3) referees.

Applicants are excepted to request their Referees to forward Confidential reports on them directly to: The Registrar,

Kwara State Polytechnic,
P.M.B. 1375,
Ilorin.

CLOSING DATE

Applications should be forwarded to the Registrar by hand or post NOT LATER THAN SIX WEEKS FROM THE DATE OF PUBLICATION.

Only the applications of candidates short-listed for interview will be acknowledged.

Signed

M. O. Salami

Registrar