



**BENUE STATE POLYTECHNIC,**  
P.M.B. 01, UGBOKOLO  
(Office of the Registrar)

**INTERNAL AND EXTERNAL ADVERTISEMENT FOR THE POST OF  
RECTOR, REGISTRAR, BURSAR AND POLYTECHNIC LIBRARIAN**

Applications are invited from suitably qualified candidates to fill the following posts:

- i. Rector
- ii. Registrar
- iii. Bursar
- iv. Polytechnic Librarian

**THE POSITION OF RECTOR**

The Rector is the Chief Academic, Administrative and Accounting Officer of the Polytechnic and has power to exercise general authority over both the staff and students and he/she is also responsible for discipline in the Polytechnic, subject to the general control of the Governing Council. He/she is one of the Principal Officers of the Polytechnic. In addition to proven management and leadership experience, the successful candidate must have a demonstrable passion for academic endeavours and must also be credible.

**THE POSITION OF THE REGISTRAR**

The Registrar is 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 her/him to do. He/she is one of the Principal Officers of the Polytechnic. He/she heads the Registry Department and is the custodian of Polytechnic documents. He/she is the Secretary to the Council, the Academic Board and any Standing Committee of the Council.

**THE POSITION OF THE BURSAR**

The Bursar is the Chief Financial Officer of the Polytechnic. He/she is 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 department and the custodian of the Polytechnic finances.

**THE POSITION OF THE POLYTECHNIC LIBRARIAN**

The Polytechnic Librarian is the Chief Library officer and shall be responsible to the Rector for the administration of the Polytechnic Library and the co-ordination of the library services in the teaching units of the Polytechnic. He/She is one of the Principal Officers of the Polytechnic. In addition to proven experience in library management and leadership, the successful candidate must have a demonstrable passion for academic endeavours and must also be credible.

**ACADEMIC QUALIFICATIONS/EXPERIENCE FOR THE VARIOUS POSTS**

**The candidates for the post 1 (The Rector) must possess the following qualifications and qualities:**

- [i] A Doctorate (Ph.D) Degree from a recognised institution; or any requirement stipulated in the Schemes of Service for the appointment of a Chief Lecturer;
- [ii] Minimum of second class lower division degree or Higher National Diploma [HND] with Lower Credit from a recognised institution;
- [iii] Must be a distinguished educationist or an eminent scholar who is not below the rank of Chief Lecturer or its equivalent and currently engaged by a Polytechnic, College or University.
- [iv] Not more than fifty-nine [59] years of age as at the time of this publication.
- [v] Demonstrate evidence of strong academic and administrative leadership initiative and creativity in policy formulation, good human relations and positive managerial attributes;
- [vi] Provide evidence of membership of professional body/bodies recognized by the Federal Government;
- [vii] Provide evidence of scholarly publications in reputable journals as well as presentation of invited papers at educational conferences, seminars and workshops;
- [viii] Be able to attract research grants and development facilities to the Polytechnic;
- [ix] Person with initiative and vision with the capacity to sustain the accelerated pace of development of the Polytechnic even under financial and other challenging constraints;
- [x] Person who is not likely to pursue racial, gender, political, religious or other sectional interests;
- [xi] Morally sound, of impeccable character, proven integrity and free from financial embarrassment;
- [xii] Physically and mentally fit [with evidence from a Government hospital]; and
- [xiii] Proficient in Information and Communication Technology [ICT].

**The candidates for the post 2 (The Registrar) must possess the following qualifications and qualities:**

- [i] A good honours degree (at least 2<sup>nd</sup> Class Lower) or its equivalent from a recognised Polytechnic/College/University
- [ii] At least ten (10) years post-qualification experience in Polytechnic administration;
- [iii] Registered member with relevant professional bodies recognised by the Federal Government;
- [iv] Be currently on the rank of Deputy Registrar
- [v] A Postgraduate Degree will be an added advantage
- [vi] Proficient in Information and Communication Technology [ICT] skills and packages;
- [vii] Demonstrate evidence of strong administrative leadership, initiative and creativity in administration policy formulation, good human relation and positive managerial attributes;
- [viii] Knowledgeable in the Public Service Rules and Regulations of the Polytechnic system;
- [ix] Not more than fifty-nine [59] years of age as at the time of this publication.
- [x] Provide evidence of membership of professional body/bodies recognised by the Federal Government;
- [xi] A person who is not likely to pursue, racial, gender, political, religious or other sectional interest;
- [xii] Morally sound, of impeccable character, proven integrity and free from financial embarrassment;

**The candidates for the post 3 (The Bursar) must possess the following qualifications and qualities:**

- [i] A good honours degree (at least 2<sup>nd</sup> Class Lower) or its equivalent from a recognized Polytechnic/College/University;
- [ii] Must have at least ten (10) years post-qualification

- [iii] Must at the time of being considered for appointment as Bursar, not be below the Rank of Deputy Bursar;
- [iii] Possession of a recognised professional certificate or qualification in a relevant field shall be an advantage
- [iv] Proficient in Information and Communication Technology [ICT] skills and accounting packages;
- [v] Not more than fifty-nine [59] years of age as at the time of this publication.
- [vi] Demonstrate evidence of strong financial and administrative leadership, initiative and creativity in financial policy formulation, good human relation and positive managerial attributes;
- [vii] Knowledgeable in the Financial Rules and Regulations of the Polytechnic system;
- [viii] Provide evidence of membership of professional body/bodies;
- [ix] Person who is not likely to pursue, racial, gender, political, religious or other sectional interest;
- [x] Morally sound, of impeccable character, proven integrity and free from financial embarrassment; and
- [xi] Physically and mentally fit [with evidence from a Government hospital].

**The candidates for the post 4 (The Polytechnic Librarian) must possess the following qualifications and qualities:**

- (i) Have a minimum of second class lower division degree or Higher National Diploma [HND] with Lower Credit in a discipline offered in the Polytechnic Sector in Library Science or Library and Information Science from a recognised institution;
- (ii) Must be a Chief Librarian/Chief Lecturer;
- (iii) Must have at least ten [10] years post-qualification experience in Polytechnic administration
- (iv) Master's Degree from a recognised institution in Library Science or Library and Information Science, and possession of doctorate degree [Ph.D.] will be an added advantage;
- [v] Not more than fifty-nine [59] years of age as at the time of this publication.
- [vi] Demonstrate evidence of strong academic and administrative leadership, initiative and creativity in library policy formulation, good human relation and positive managerial attributes;
- [vii] Not more than fifty-nine [59] years of age as at the time of this publication;
- [viii] Possession of a recognised professional certificate or qualification in a relevant field shall be an advantage.
- [ix] Provide evidence of scholarly publications in reputable journals as well as presentation of invited papers at educational/library conferences, seminars and workshops;
- [x] Proficient in Information & Communication Technology [ICT];
- [xi] Person who is not likely to pursue, racial, gender, political, religious or other sectional interest;
- [xii] Morally sound, of impeccable character, proven integrity and free from financial embarrassment;
- [x] Physically and mentally fit [with evidence from a Government Hospital].

**TERMS OF APPOINTMENT AND CONDITION OF SERVICE**

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

**METHOD OF APPLICATION**

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

- [i] Full Names [Surname first and underlined]
- [ii] Date and place of birth
- [ii] State of Origin and Local Government Area
- [iv] Nationality and how acquired
- [v] Marital status
- [vi] Current Postal Address including telephone number and email address
- [vii] Educational Institutions attended with dates
- [viii] Academic and Professional qualifications obtained with dates
- [ix] Membership of Professional Bodies/Associations
- [x] Honours and Distinctions [if any]
- [xi] Academic/Scholarly publications
- [xii] Conferences attended and papers presented with dates
- [xiii] Previous Employer[s] and Post[s] held with dates
- [xiv] Present Employment to include status, duties and any other relevant experience
- [xv] Statement of own vision for the Polytechnic [20 copies]
- [xvi] Other activities outside current employment
- [xvii] Names and addresses of three [3] Referees [Employer, Educational and Personal] who are to forward Confidential Reports directly to the Registrar, Benue State Polytechnic, Ugbokolo. Such referees should be able to attest to the candidate's claim to high academic and managerial capabilities as well as to the candidate's notable uprightness.

**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] Applications are to be submitted in a sealed envelope and marked 'APPLICATION FOR THE POST OF RECTOR, REGISTRAR, BURSAR AND POLYTECHNIC LIBRARIAN' at the top left hand corner addressed to:

**THE REGISTRAR**

Benue State Polytechnic, Ugbokolo.

**CLOSING DATE**

Applications are to reach the office of the Registrar not later than six [6] weeks from the date of this publication.

Note: Only shortlisted candidates will be invited for interview.

**SIGNED  
REGISTRAR**