



UNIVERSITY OF LAGOS, NIGERIA

INTERNAL AND EXTERNAL ADVERTISEMENT

NON-TEACHING STAFF POSITIONS

Applications are invited from suitably qualified candidates for the following Non-Teaching Staff positions in the University of Lagos.

THE POSITIONS

A. REGISTRY

1. Assistant Registrar (CONTISS 9)
2. Administrative Officer I (CONTISS 8)
3. Administrative Officer II (CONTISS 7)

B. BURSARY

1. Accountant I (CONTISS 8)
2. Accountant II (CONTISS 7)

C. WORKS AND PHYSICAL PLANNING

1. Engineer I (CONTISS 8)
2. Technologist II (CONTISS 7)
3. Agriculture Officer I (CONTISS 8)
4. Agriculture Officer II (CONTISS 7)
5. Technical Assistant (CONTISS 4)
6. Driver/Mechanic (CONTISS 3)

D. CENTRE FOR INFORMATION TECHNOLOGY AND SYSTEM (CITS)

1. System Analyst II (CONTISS 7)

E. MEDICAL CENTRE

1. Medical Officer (CONMESS 2)
2. Nursing Officer II (CONMESS 8)
3. Pharmacist I (CONMESS 8)
4. Medical Laboratory Scientist (CONMESS 8)
5. Radiographer (CONMESS 8)

F. UNIVERSITY OF LAGOS STAFF SCHOOL

1. Master II (CONTISS 7)

A. REGISTRY

1. Assistant Registrar (CONTISS 9): Prospective applicants should possess:

- i. First degree from a recognised Institution with a minimum of Second Class Lower Division.
- ii. NYSC Discharge or Exemption or Exclusion Certificate.
- iii. SSCE/NECO/WASSCE/GCE O/L with credits in five (5) subjects including English Language and Mathematics is compulsory.
- iv. Must possess digital skills with the ability to use social media, proficient in use of ICT skills such as PowerPoint etc.
- v. Possession of relevant administrative skill, such as:
 - a. Grant Management,
 - b. Human Resource Management,
 - c. Procurements,
 - d. Communication, Public Relation and Media,
 - e. Project Management,
 - f. Research Administrator,
 - g. Patent and Innovation,
 - h. Hub Management
 - i. Counselling etc.
- vi. Professional certifications in above specialties will be an added advantage.

In addition, the candidate must have 6 years cognate experience in a recognised educational institution or its equivalent.

2. Administrative Officer I (CONTISS 8): Prospective applicants should possess:

- i. First degree from a recognised Institution with a minimum of Second Class Lower Division.
- ii. NYSC Discharge or Exemption or Exclusion Certificate.
- iii. SSCE/WASSCE/GCE or NECO O/L with credits in five (5) subject including English Language and Mathematics is compulsory.
- iv. Possession of relevant skill, such as:
 - a. Grant Management,
 - b. Human Resource Management,
 - c. Procurements,
 - d. Communication and Media,
 - e. Project Management,
 - f. Research Administrator,
 - g. Patent and Innovation,
 - h. Hub Management
 - i. Counselling etc.
- v. Possession of relevant Professional Certification will be an added advantage.
- vi. Three (3) years working experience in an educational Institution or it's equivalent.

3. Administrative Officer II (CONTISS 7): Prospective applicants should possess:

- i. First degree from a recognised Institution with a minimum of Second-Class Lower Division.
- ii. NYSC Discharge or Exemption or Exclusion Certificate.
- iii. SSCE/WASSCE/GCE or NECO O/L with credits in five (5) subjects including English Language and Mathematics is compulsory.
- iv. Possession of relevant skill, such as:
 - a. Grant Management,
 - b. Human Resource Management,
 - c. Procurements,
 - d. Communication and Media,
 - e. Project Management,
 - f. Research Administrator,
 - g. Patent and Innovation,
 - h. Hub Management
 - i. Counselling etc.

B. BURSARY

1. Accountant I (CONTISS 8): Prospective applicants should possess:

- i. First degree in Accounting from a recognised Institution with a minimum of Second Class Lower Division and a minimum of 3 years working experience.
- ii. First degree from a recognised Institution with a minimum of Second Class Lower Division and a professional certification from ICAN, ANAN, ACCA for (ii).
- iii. NYSC Discharge or Exemption or Exclusion Certificate for (i) and (ii).
- iv. SSCE/WASSCE/GCE or NECO O/L credits credits in five (5) subjects including English Language and Mathematics is compulsory for (i) and (ii).

2. Accountant II (CONTISS 7): Prospective applicants should possess:

- i. (i). First Degree in Accounting from a recognised Institution with a minimum of Second Class Lower Division or
- ii. (ii) First degree in any discipline from a recognised Institution with a minimum of Second Class Lower Division plus two (2) years' experiences in Accounting.
- iii. NYSC Discharge or Exemption or Exclusion Certificate for (i) and (ii).
- iv. SSCE/WASSCE/GCE or NECO O/L credits in five (5) subjects including English Language and Mathematics is compulsory for (i) and (ii).

C. WORKS AND PHYSICAL PLANNING

1. Engineer I (CONTISS 8) Prospective applicants should possess:

- i. B.Sc. in Civil Engineering, Mechanical Engineering, Electrical Engineering or Electrical/Electronic Engineering from a recognised Institution with a minimum of Second Class Lower Division.
- ii. NYSC Discharge or Exemption or Exclusion Certificate.
- iii. SSCE/NECO/WASSCE/GCE O/L with credits in five (5) subjects including Mathematics and English Language is compulsory.
- v. Applicant must be digitally literate, possess excellent communication skills, proficiency in ICT and project management and versatile in data management.
- vi. In addition, must be registrable with the Council for the Regulation of Engineering in Nigeria (COREN).

2. Agriculture Officer I (CONTISS 8) Prospective applicants should possess:

- i. B.Sc. or B.Agr. B.Eng. in Agriculture/ forestry, or related discipline from a recognised Institution with a minimum of Second Class Lower Division.
- ii. NYSC Discharge or Exemption or Exclusion Certificate.
- iii. SSCE/NECO/WASSCE/GCE O/L with credits in five (5) subjects including Mathematics and English Language is compulsory.
- v. In addition, candidate must have a minimum of three (3) years' experience in Agriculture, Forestry, Animal husbandry and other related field.

3. Agriculture Officer II (CONTISS 7) Prospective applicants should possess:

- i. B.Sc. or B.Agr. B.Eng. in Agriculture/ forestry, or related discipline from a recognised Institution with a minimum of Second Class Lower Division.
- ii. NYSC Discharge or Exemption or Exclusion Certificate.
- iii. SSCE/NECO/WASSCE/GCE O/L with credits in five (5) subjects including Mathematics and English Language is compulsory.

4. Technologist II (CONTISS 7) Prospective applicants should possess:

- i. HND/B.Tech/B.Sc. in relevant of Science, Engineering or Technology from a recognised Institution with a minimum of Lower Credit/ Second Class Lower Division.
- ii. NYSC Discharge or Exemption or Exclusion Certificate.
- iii. SSCE/NECO/WASSCE/GCE O/L with credits in five (5) subjects including Mathematics and English Language is compulsory.
- iv. In addition, must be duly registered with the relevant Professional Institutes.

5. Technical Assistant III (CONTISS 4): Prospective applicants should possess:

- i. SSCE/NECO/WASSCE/GCE O/L Certificate with five (5) Credits including English Language and Mathematics.
- ii. Minimum of Trade Test II or NABTEB Certificate in plumbing, Carpentry, Electrical/Electronics, Reregistration and Air-conditioning (R&A), Bricklaying, Joinery or relevant related field.

6. Motor Driver/Mechanic (CONTISS 3): Prospective applicants should possess

- i. SSCE/NECO/WASSCE/GCE O/L Certificate with five (5) Credits including English Language and Mathematics.
- ii. Class 'E' Driving License and Trade Test II (Driver's/Motor Vehicle Mechanic's Work).
- iii. A minimum of two (2) years driving experience with good knowledge of traffic laws, Highway Code and familiar with topography of Lagos State.

D. CENTRE FOR INFORMATION TECHNOLOGY AND SYSTEM (CITS)

1. System Analyst II (CONTISS 7) Prospective applicants should possess:

- i. B.Sc. in Computer Science, Computer Engineering with a minimum of Second Class Lower Division or equivalent professional qualification from a recognised Institution.
- ii. NYSC Discharge or Exemption or Exclusion Certificate.
- iii. SSCE/NECO/WASSCE/GCE O/L with credits in five (5) subjects including Mathematics and English Language is compulsory.

E. MEDICAL CENTRE

1. Medical Officer (CONMESS 2): Prospective applicants should possess:

- i. M.B.B.S. or equivalent.
- ii. NYSC Discharge Certificate or Evidence of Exemption. I
- iii. SSCE/NECO/WASSCE/GCE O/L with credit in five (5) subjects including English Language and Mathematics is compulsory.
- iv. In addition, candidate must be duly registered with the Medical & Dental Council of Nigeria.

2. Nursing Officer II (CONMESS 7): Prospective applicants should possess:

- i. NRN and NRM Certificate.
- ii. SSCE/NECO/WASSCE/GCE O/L with credits in five (5) subjects including Mathematics and English Language.
- iii. In addition, must be duly registered with the Nursing and Midwifery Council of Nigeria.
- iv. With a minimum of three (3) years post qualification experience.

3. Pharmacist I (CONMESS 8): Prospective applicants should possess:

- i. B.Sc. or B.Pharm from a recognised Institution with a minimum of Second Class Lower Division.
- ii. NYSC Discharge or Exemption or Exclusion Certificate.
- iii. SSCE/NECO/WASSCE/GCE O/L with credits in five (5) subjects including English Language and Mathematics.

v. In addition, he/ she must be duly registered with Pharmacist Council of Nigeria (PCN).

4. Medical Laboratory Scientist (CONMESS 7): Prospective applicants should possess:

- i. B.Sc. in Medical Laboratory Science from a recognised Institution.
- ii. NYSC Discharge Certificate or Exemption or Exclusion Certificate.
- iii. SSCE/NECO/WASSCE/GCE O/L with credits in five (5) subjects including English Language and Mathematics.
- iv. In addition, must be duly registered with Medical Laboratory Science Council of Nigeria (MLSCN).

5. Radiographer (CONMESS 7). Prospective applicants should possess:

- i. B.Rad. From a recognized Institution with a minimum of Second-Class Lower Division, DCR or DIR.
- ii. NYSC Discharge Certificate or Exemption or Exclusion Certificate.
- iii. SSCE/NECO/WASSCE/GCE O/L with credits in five (5) subjects including English language and Mathematics is compulsory.
- v. In addition, must be duly registered with the Radiographers Registration Board of Nigeria (RRBN).

F. UNIVERSITY OF LAGOS STAFF SCHOOL

Master II (CONTISS 7): Prospective applicants should possess

- i. NCE from a recognised Institution with a minimum of Merit. or B.Ed., B.Sc. (Ed.), B.A(Ed.) from a recognised Institution with a minimum of Second Class Lower Division plus NYSC Discharge or Exemption or Exclusion Certificate.
- iii. B.A., B.Sc., plus PGDE from a recognised Institution with a minimum of Second Class Lower Division plus NYSC Discharge or Exemption or Exclusion Certificate.
- iv. SSCE/NECO/WASSCE/GCE O/L credits in five (5) subjects including English Language and Mathematics is compulsory for (i), (ii) and (iii).
- v. A minimum of two (2) years teaching experience is required in relevant teaching subjects below:
 - English Language, Mathematics, Science, Computer, Phonics, French, Home Economics

G. SALARIES

1. Positions on CONTISS 9 (Current national minimum wage will be applied) per annum
2. Positions on CONTISS 8 (Current national minimum wage will be applied) per annum
3. Positions on CONTISS 7 (Current national minimum wage will be applied) per annum
4. Positions on CONTISS 4 (Current national minimum wage will be applied) per annum
5. Positions on CONTISS 3 (Current national minimum wage will be applied) per annum
6. Positions on CONMESS 8 (Current national minimum wage will be applied) per annum
7. Positions on CONMESS 7 (Current national minimum wage will be applied) per annum
8. Positions on CONMESS 2 (Current national minimum wage will be applied) per annum

H. CONDITION OF SERVICE

As contained in the approved Regulations Governing the Conditions of Service of Senior/Junior Staff of the University of Lagos.

I. GENERAL REQUIREMENTS

Applicants **MUST** have SSCE/NECO/WASSCE/GCE O/L credits in five (5) subjects including Mathematics and English Language. In addition to academic and/or professional qualifications peculiar to each position, applicants **MUST** be ICT compliant. **Only shortlisted candidates will be invited for IT proficiency test (CBT) before interview.**

J. METHOD OF APPLICATION

Applicants are to visit <http://career.unilag.edu.ng> to submit applications, detailed Curriculum Vitae (CV) and other necessary documents for their desired positions.

Applicants are to submit their detailed Curriculum Vitae (CV) in the format stated below:

- (i.) Passport Photograph
- (ii.) Names in full
- (iii.) Place and Date of Birth
- (iv.) State of Origin/Local Government Area
- (v.) Home Address
- (vi.) Present Postal Address
- (vii.) Gender
- (viii.) Phone Number (Mobile)
- (ix.) E-mail
- (x.) Nationality at Birth
- (xi.) Marital Status
- (xii.) Number and Ages of Children
- (xiii.) Secondary and Post-Secondary Education (including dates and Institutions)
- (xiv.) Academic and Professional Qualification (including Distinctions with dates)
- (xv.) Statements of Experience including full details of former and present posts
- (xvi.) Names and addresses of three (3) referees
- (xvii.) Post applied for

In addition to stating names and addresses of three Referees, applicants should request their referees to forward references on their behalf to career.unilag.edu.ng.

K. CLOSING DATE

Applications addressed to the Registrar, University of Lagos, should be uploaded along with other documents, to career.unilag.edu.ng, not later than forty-two (42) days from the date of this publication.

Mrs. V. Abosede Wickliffe
Registrar and Secretary to Council



career.unilag.edu.ng