



IGNATIUS AJURU UNIVERSITY OF EDUCATION
RUMUOLUMENI, P.M.B. 5047
PORT HARCOURT
Office of the Registrar

TEACHING AND NON-TEACHING STAFF VACANCIES

(INTERNAL AND EXTERNAL ADVERTISEMENT)

Applications are hereby invited from suitably qualified candidates for appointment to various teaching and non-teaching positions at the Ignatius Ajuru University of Education, Rumuolumeni, P.M.B. 5047, Port Harcourt.

A. TEACHING POSITIONS

The teaching positions required are:

- i. Lecturer 2
- ii. Assistant Lecturers

The programmes for which these positions are required are in the Faculties of:

1. Education:

- Department of Educational Psychology, Guidance & Counselling
- Special Education
- Department of Educational Foundation
- Department of Educational Management
- Department of Early Childhood & Primary Education
- Department of Curriculum Studies & Instructional Technology
- Department of Library & Information Science
- Department of Business Education
- Department of Adult Education & Community Development

2. Humanities:

- Department of English & Communication Art
- Department of French & International Studies
- Department of History & Diplomatic Studies
- Department of Music
- Department of Religious & Cultural Studies
- Department of Theatre Arts & Film Studies
- Department of Fine & Applied Arts

3. Management Sciences

- Department of Accounting
- Department of Management
- Department of Marketing

- Department of Office & Information Management

4. Natural and Applied Sciences

- Department of Biology
- Department of Chemistry
- Department of Computer Science
- Department of Mathematics & Statistics
- Department of Physics
- Department of Human Kinetics, Health & Safety Education
- Department of Integrated Science

5. Social Sciences

- Department of Economics
- Department of Geography & Environmental Studies
- Department of Political Science
- Department of Sociology

6. Vocational & Technical Education

- Department of Agricultural Science
- Department of Home Economics, Hospitality & Tourism
- Department of Technical Education

POSTS:

- | | | | |
|-----|--------------------|---|-----------|
| i. | Lecturer 2 | - | CONUASS 3 |
| ii. | Assistant Lecturer | - | CONUASS 2 |

QUALIFICATIONS:

Candidate for the positions listed must satisfy the following criteria:

Lecturer 2:

Candidate must be holder of Ph.D. in the relevant field with teaching and research abilities. Candidate must be computer literate.

Assistant Lecturer:

Candidate must possess a good Master's degree or its equivalent qualification with at least a CGPA of 3.5 or its equivalent on a 5-point grade scale. Candidate must be computer literate.

B. NON-TEACHING POSITIONS

Registry Department

Posts

Administrative Officer I
Administrative Officer II
Executive Officer

Salary Scales

CONTISS 8
CONTISS 7
CONTISS 6

Secretaries:

Confidential Secretary II

CONTISS 7

Confidential Secretary I

CONTISS 8

QUALIFICATIONS**Administrative Officer I:**

- i. To be appointed Administrative Officer I, a Candidate must possess a good honours University degree preferably in the Humanities or Social Sciences from a recognized University with at least a 2nd Class Honours (Lower) Division and must have completed the NYSC (where applicable).
- ii. Candidate must show proven ability for expression in both oral and written English.
- iii. Candidate must have at least three (3) years of administrative experience on the job plus a satisfactory confidential report from previous employers or possession of a Masters degree in relevant field.
- iv. Candidate must be computer literate.

Administrative Officer 2:

- (a) To be appointed Administrative Officer 2, a Candidate must possess a good honours University degree preferably in the Humanities or Social Sciences from a recognized University with at least a 2nd Class (Lower) Division and must have completed the NYSC (where applicable).
- (b) Candidate must be computer literate.

Executive Officer

- (i) To be appointed Executive Officer, a Candidate must possess NCE/Diploma/OND in relevant disciplines preferably in the Humanities or Social Sciences in a recognized institution.
- (ii) Candidate must be computer literate.

Confidential Secretary I

To be appointed Confidential Secretary I, a Candidate must possess any of the following:

- i. A University degree in Secretarial Studies plus NYSC discharge/exemption certificate.
- ii. Three (3) years post-qualification experience.
- iii. HND in Secretarial Administration plus NYSC discharge/exemption certificate and three (3) years post-qualification.
- iv. Candidate must be computer literate.

Confidential Secretary II

To be appointed Confidential Secretary II, a Candidate must possess any of the following:

- i. A University degree in Secretarial Studies plus NYSC discharge/exemption certificate.
- ii. Two (2) years post qualification experience.
- iii. HND in Secretarial Administration plus NYSC discharge/exemption certificate and two (2) years post-qualification.
- iv. Candidate must be computer literate.

BURSARY

- i. Deputy Bursar
- ii. Accountant 1
- iii. Accountant 2

Deputy Bursar

- (a) A Candidate must possess a good honours University degree of not below 2nd Class (Lower) Division and any of the professional Certificates from the following professional bodies: ICAN, ANAN, ACA, ACCA and ACMA.
- (b) At least twelve (12) years post-qualification cognate experience.
- (c) In addition, Candidate shall have shown evidence of administrative ability, leadership/headship qualities proven dedication, as well as ability to contribute to the development of the University.
- (d) Candidate must be computer literate.

Accountant I

- i. To be appointed Accountant I, Candidate must possess a good honours degree from a recognized University with a minimum of 2nd Class (Lower) Division or possession of a Masters Degree in Accounting.
- ii. Candidate must possess NYSC discharge/exemption certificate plus three years post qualification experience.
- iii. Candidate must be computer literate.

Accountant 2

- i. To be appointed Accountant 2, Candidate must possess a good honours University degree in Accountancy from a recognized University not below 2nd Class (Lower) Division, plus NYSC Discharge/Exemption Certificate.
- ii. Candidate must be computer literate.

INTERNAL AUDIT

Internal Auditor 1	CONTISS 8
Internal Auditor 2	CONTISS 7

Internal Auditor 1

- i. To be appointed Internal Auditor 1, a Candidate must possess a Masters.

degree in Accountancy with a minimum of three (3) years post-qualification cognate experience.

- ii. Possession of a recognized professional accountancy qualifications (ACA, ACCA, ACMA, CPA).
- iii. Candidate must possess NYSC Discharge/Exemption Certificate and must be computer literate.

Internal Auditor 2

To be appointed Internal Auditor 2, Candidate must possess a good honours degree/HND in accountancy with two (2) years post-qualification experience with NYSC Discharge/Exemption Certificate.

Candidate must be computer literate.

LIBRARY

Librarian 2	CONUASS 3
Assistant Librarian	CONUASS 2
Higher Library Officer	CONTISS 7
Library Officer	CONTISS 6

Librarian 2

- i. To be appointed Librarian 2, the Candidate must possess a Doctorate degree in Library Science from a recognized University with at least three (3) years post-qualification experience with sufficient publications.
- ii. The Candidate must be computer literate.

Assistant Librarian

- a) To be appointed Assistant Librarian, the Candidate must possess a Masters Degree in Library Science from a recognized University.
- b) The Candidate must be computer literate.

Higher Library Officer

- i. To be appointed Higher Library Officer, the Candidate must possess HND in Library Science plus NYSC Discharge/Exemption Certificate
- ii. The Candidate must be computer literate.

Library Officer

- (a) To be appointed Library Officer, the Candidate must possess University Diploma/OND in Library Science.
- (b) The Candidate must be computer literate

HEALTH SERVICES

Medical Officer 2	CONTISS 11
Pharmacist	CONTISS 9
Nursing Sister/Midwife Sister	CONTISS 7
Staff Nurse/Staff Midwife 2	CONTISS 6
Community Health Technician 1	CONTISS 7
Community Health Technician 2	CONTISS 6
Community Health Officer 1	CONTISS 8
Community Health Officer 2	CONTISS 7
Medical Laboratory Scientist 1	CONTISS 8
Medical Laboratory Scientist 2	CONTISS 7
Medical Laboratory Technologist 2	CONTISS 7
Senior Asst. Medical Lab. Technologist	CONTISS 6
Medical Records Technician	CONTISS 7

Medical Officer 2

- (i) To be appointed Medical Officer 2, the Candidate must possess a Degree in Medicine and registered with the Medical and Dental Council of Nigeria plus NYSC Discharge/Exemption Certificate.
- (ii) The Candidate must be computer literate.

Pharmacist

- a) To be appointed Pharmacist the Candidate must possess a University degree in Pharmacy, registered with the Pharmacist Council of Nigeria plus NYSC Discharge/Exemption Certificate.
- b) The Candidate must be computer literate.

Nursing Sister/Midwife Sister

- i. To be appointed Nursing Sister/Midwife Sister, the Candidate must possess the NRN or NRN/NCM or equivalent qualification who has duly registered with the Nursing and Midwife Council of Nigeria plus four (4) years relevant experience.
- ii. The Candidate must be computer literate.

Staff Nurse/Staff Midwife 2

- a) To be appointed Staff Nurse/Staff Midwife2, the Candidate must possess the NRN or NCM or equivalent qualification who has duly registered with the Nursing and Midwife Council of Nigeria (NMCN).
- b) The Candidate must be computer literate.

Community Health Technician 1

- i. To be appointed Community Health Technician 1, the Candidate must possess WASC or SSSC who has successfully completed a three (3) years

training in a recognized Health Institution and obtained the registration of the National Council for Community Health Practice Board of Nigeria for technical cadre, plus at least three (3) years post qualification cognate experience.

- ii. The Candidate must be computer literate.

Community Health Technician 2

- a) To be appointed Community Health Technician 2, the Candidate must possess WASC or SSSC who has successfully completed a three (3) years training in a recognized Health Institution and registration of the National Council for Community Health Practice Board of Nigeria for Technical Cadre.
- b) The Candidate must be computer literate.

Medical Laboratory Scientist 1

- i. To be appointed Medical Laboratory Scientist 1, the Candidate must possess Associate Membership of the Institute of Medical Laboratory Technologist (AIMIT) or a University degree in Medical Laboratory Science registered with the Institute of Medical Laboratory of Nigeria and four years post qualification experience plus NYSC Discharge/Exemption Certificate.
- ii. The Candidate must be computer literate.

Community Health Officer 1

- i. To be appointed Community Health Officer 1, the Candidate must possess a Master's degree in Community Health from a recognised University plus one year post qualification cognate experience.
- ii. The Candidate must be computer literate

Community Health Officer 2

- (a) To be appointed Community Health Officer 2, the Candidate must possess a degree in Community Health from a recognized University plus NYSC Discharge/Exception Certificate.
- (b) The Candidate must be computer literate.

Medical Laboratory Scientist 2

- i. To be appointed Medical Laboratory Scientist 2, the Candidate must possess Associate Membership of the Institute of Medical Laboratory Technology (AIMLT) or a University degree in Medical Laboratory Science registered with the Institute of Medical Laboratory of Nigeria, plus NYSC Discharge/Exemption Certificate.
- ii. The Candidate must be computer literate.

Medical Laboratory Technologists 2

1. To be appointed Medical Laboratory Technologist 2, the Candidate must possess B.Tech/Final Diploma of the Nigeria Institute of Science and Technology (NIST) or HND/HNC with three (3) years post qualification experience plus NYSC Discharge/Exemption Certificate.
2. The Candidate must be computer literate.

Senior Assistant Medical Laboratory Technologist

1. To be appointed Senior Assistant Medical Laboratory Technologist, the Candidate must possess OND/OHC/Intermediate Certificate of the Nigerian Institute of Science and Technology (NIST).
2. The Candidate must be computer literate.

Medical Records Technician

- (a) To be appointed Medical Records Technician, the Candidate must possess any of the following:
- Associate Membership of the Association of Medical Records Technicians
 - Associate Membership of the Chartered Instituted of Secretaries and Administrators
 - Certificate of Registration of the Institute of Medical Laboratory Technology for Technical cadres after successful completion of the prescribed three (3) years of training programme.
- (b) The Candidate must be computer literate.

SCIENCE LABORATORY TECHNOLOGIST

Technologist 2	CONTISS 7
Senior Assistant Technologist	CONTISS 6

Technologist 2

- i. To be appointed Technologist 2, the Candidate must possess B.Tech/Final Diploma of the Nigerian Institute of Science and Technology (NIST) or HND/HNC with three (3) years post qualification experience.
- ii. The Candidate must be computer literate.

Senior Assistant Technologist

- i. To be appointed Senior Assistant Technologist, the Candidate must possess OND/ONL/Intermediate Certificate of the Nigerian Institute of Science and Technology (NIST).
- ii. The Candidate must be computer literate.

COMPUTER SYSTEM ANALYST/PROGRAMMER/TECHNOLOGIST/ENGINEER 2

Computer System Analyst/Programmer/Technologist/Engineer 2	CONTISS 7
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Computer System Analyst/Programmer/Technologist/Engineer 2

1. To be appointed Computer System Analyst/Programmer/Technologist/Engineer 2, the Candidate must possess a good honours degree from a recognized University or an HND in Computer Science or Information Science with at least three (3) years post-qualification experience, two of which must be in system Analysis/Design and computer programming plus NYSC Discharge/Exemption Certificate. Candidate should have recent Certifications from any of the ICT Development Companies such as Cisco Certifications, Microsoft Certifications, Comptia or Oracle which is according to your area of specialization and practice. Registration with Computer Professionals Registration Council of Nigeria or National Institute for Information Technology is an added advantage.

DATA PROCESSING OFFICER

Higher Data Processing Officer

CONTISS 7

Data Processing Officer

CONTISS 6

Higher Data Processing Officer

1. To be appointed Higher Data Processing Officer, the Candidate must possess OND IN Data Processing or Computer Science from a recognized Institution plus at least five (5) years post-qualification cognate experience.

Data Processing Officer

1. To be appointed Data Processing Officer, the Candidate must possess OND in Computer Studies or data processing from a recognized Institution plus at least three (3) years post-qualification cognate experience.

PHOTOGRAPHER

Higher Photographer 2

CONTISS 7

Photographer

CONTISS 6

Higher Photographer 2

1. To be appointed Higher Photographer 2, the Candidate must possess HND in Photography from a recognised Institution plus NYSC Discharge/Exemption Certificate with a three (3) years post-qualification cognate experience.
2. The Candidate must be computer literate.

Photographer

- (a). To be appointed Photographer, the Candidate must possess University Diploma/OND in Photography from a recognized Institution.
- (b). The Candidate must be computer literate.

STORES OFFICER

Higher Stores Officer 2

CONTISS 7

Stores Officer 2

CONTISS 6

Higher Stores Officer 2

1. To be appointed Higher Stores Officer 2, the Candidate must a University Degree or HND in Marketing and Business Studies with NYSC
2. Discharge/Exemption Certificate including membership of the Institute of Purchasing and Supply.

Stores Officer 2

- i. To be appointed Stores Officer 2, the Candidate must possess WASC/SSC/NECO/GCE or O' Level with five credits obtained at a maximum of two sittings, including Certificate of the Nigerian Institute of Chartered Accountants or Intermediate Certificate of the Institute of Cost and Management Accountants.

AGRICULTURAL SUPERINTENDENT

Agricultural Superintendent 1	CONTISS 7
Agricultural Superintendent 2	CONTISS 6

Agricultural Superintendent 1

1. To be appointed Agricultural Superintendent 1, the Candidate must possess University Diploma/ONC in Agricultural Science.
2. The Candidate must be Computer literate

Agricultural Superintendent 2

- (i). To be appointed Agricultural Superintendent 2, the Candidate must possess University Diploma/ONC in Agricultural Science.
- (ii.) The Candidate must be Computer literate.

WORKS AND PHYSICAL PLANNING

A. WORKS

Engineer 2	CONTISS 7
Quantity Surveyor 2	CONTISS 7
Higher Works Superintendent	CONTISS 7
Works Superintendent	CONTISS 6

B. PHYSICAL PLANNING

Physical Planning Officer 2	CONTISS 8
Physical Planning Officer 1	CONTISS 7

Engineer 2

1. To be appointed Engineer 2, the Candidate must possess a good honours degree in Civil, Electrical or Mechanical Engineering from a recognized University plus NYSC Discharge/Exemption Certificate.

2. The Candidate must be computer literate.

Quantity Surveyor 2

1. To be appointed Quantity Surveyor 2, the Candidate must possess a good honours University degree or HND in Quantity Surveyor from a recognized Institution plus NYSC Discharge/Exemption Certificate.
2. The Candidate must be computer literate.

Higher Works Superintendent

1. To be appointed Higher Works Superintendent the Candidate must possess GTC/HND, HNC/B.SC. in relevant technical field.
2. The Candidate must be computer literate.

Works Superintendent

1. To be appointed Works Superintendent, the Candidate must possess a City & Guild Final/ND/ONC/OND/NCE (Technical) NABTEB (Advance) in relevant technical field with three (3) years experience.
2. The Candidate must be computer literate.

Physical Planning Officer 1

1. To be appointed Physical Planning Officer 1, the Candidate must possess a good honours degree from a recognized University in Architecture, plus NYSC Discharge/Exemption Certificate, including three (3) years post-qualification experience.
2. The Candidate must be computer literate.

Physical Planning Officer 2

1. To be appointed Physical Planning Officer 2, the Candidate must possess a good honours Degree in Architecture from a recognized University, plus NYSC Discharge/Exemption Certificate.
2. The Candidate must be computer literate.

ACADEMIC PLANNING

Senior Academic Planning Officer	CONTISS 9
Academic Planning Officer 1	CONTISS 8
Academic Planning Officer 2	CONTISS 7

Senior Academic Planning Officer

To be appointed Senior Academic Planning Officer;

1. The Candidate must possess a good honours degree in Educational Management and Planning/Business Administration/Mathematics Accounting/Statistics/Economics/Computer Science plus NYSC

Discharge/Exemption Certificate with a minimum of six (6) years cognate experience. A higher degree will be an advantage.

2. The Candidate must be computer literate.

Academic Planning Officer 1

To be appointed Academic Planning Officer 1

1. The Candidate must possess a good honours Degree in Educational Management and Planning/Business Administration/Mathematics/Accounting/Statistics/Economics/Computer Science plus NYSC Discharge/Exemption Certificate with a minimum of three (3) years cognate experience. A higher degree will be an advantage.
2. The Candidate must be computer literate.

Academic Planning Officer 2

To be appointed Academic Planning Officer 2

1. The Candidate must possess a good honours degree from a recognized University in Educational Management and Planning/Business Administration/Mathematics/Accounting/Statistics/Economics/Computer Science plus NYSC Discharge/Exemption Certificate.
2. The Candidate must be computer literate.

SECURITY

Security Officer 2

CONTISS 7

Security Officer

CONTISS 6

Security Officer 2

1. To be appointed Security Officer 2, the Candidate must possess a good honours degree in Law/Criminology/Social Works and Psychology or any other relevant discipline with NYSC Discharge/Exemption Certificate and at least three (3) years post-qualification experience.
2. The Candidate must be computer literate.

Security Officer

1. To be appointed Security Officer, the Candidate must possess WASC/GCE/SSC O/Level or its equivalent at not more than two sittings with credit in five (5) subjects, including English Language and Mathematics plus at least three (3) years experience as Ex-Police Inspector or Ex-Warrant Officer in the Nigerian Armed Forces.
2. The Candidate must possess certificate in Safety and Security.
3. The Candidate must be computer literate.

CONDITIONS OF SERVICE

All successful candidates will be on probation for two (2) years continuous service after assumption of duties, thereafter they will retire at the age of 65 years or 70 years for those on Professorial cadre. Other conditions are similar to those obtainable in other institutions of higher learning in Nigeria. Persons who are above 50 years of age are not eligible to apply.

METHOD OF APPLICATION

Application is online. Candidates should visit the University website @ www.iaue.edu.ng, on the website header, click on IAUE Recruitment, you will be redirected to the Data Collection portal @ <https://recruitment.iaue.edu.ng>. For enquiries, email enquiries.recruitment@iaue.edu.ng.

All submissions should be addressed to:

The Registrar
Ignatius Ajuru University of Education
Rumuolumeni, P.M.B. 5047
Port Harcourt

All applications and corrections should be completed not later than two (2) weeks from the date of this publication. All candidates should nominate three (3) referees who should also be required to forward references on their behalf under confidential cover to the following email address:
enquiries.recruitment@iaue.edu.ng.

Signed

K. H. Kue-Ikoro (Mrs.)

Registrar/Secretary to Council