

Vacancies for Principal Officers at ANAN University Kwall, Plateau State, Nigeria

The University Governing Council hereby invites suitably qualified candidates for the following positions in ANAN University Kwall, Plateau State, Nigeria.

1. Office of the Vice-Chancellor.
2. Office of the Registrar.
3. Office of the Bursar.
4. Office of the University Librarian.

THE UNIVERSITY

Located in a serene and academic friendly environment in Kwall, Bassa Local Government Area of Plateau State, ANAN University is birthed with an overarching philosophy to advance the frontiers of the Science of Accounting and other allied disciplines, with prominence on applied research and development, in accordance with contemporary market trends and global best practices. The mandate is to produce high premium graduates at the post-graduate level with deepened knowledge of Accounting specialization in theory and praxis that can meet the demands of the 21st century digital economy. The University was granted the provisional license to operate as a private University in April, 2021, by the National Universities Commission (NUC) as a post-graduate degree awarding Institution.

1. THE POSITION OF VICE CHANCELLOR

The Vice-Chancellor is the Chief Executive Officer of the University. He/She shall exercise general supervision over the University, maintain order, promote efficiency and aspire to fulfill the vision and mission of the University on behalf of the Governing Council, in accordance with the ANAN University Law.

Candidate applying for the post of the Vice-Chancellor is required to possess a good University education and should be of proven integrity, successful manager of human and material resources. Specifically, the candidate shall be expected to:

- i. Be a highly distinguished scholar at the rank of a professor with a minimum of five(5) years experience on that level.
- ii. Demonstrate the ability to provide academic and administrative leadership for a newly established Institution.
- iii. Must have held distinguished academic and administrative positions in a University preferably at the level of a Deputy Vice-Chancellor.
- iv. Be a person of proven integrity, and not more than 65 years of age by December, 2021.
- v. Command the respect of the national and international academic communities through his/her track record, and show ability to strengthen the bridges between staff, students and other members of the University community.
- vi. Be a person with a clear vision for the development of the University, enjoying physical and mental health, with the ability to attract the much-needed funds for a newly established University.
- vii. Must have at least twenty (20) years of unbroken record of service in the University system.
- viii. Must be proficient in computer application and ICT compliant.

2. THE REGISTRAR

The Registrar is the Chief Administrative Officer of the University and shall be responsible to the Vice-Chancellor for the daily administrative work of the University, except as regards academic and financial matters. By virtue of the office, the Registrar is expected to be the secretary to the University Management, Governing Council, Senate and other statutory committees as may be specified in the University law.

Interested candidate for the position of the Registrar is expected to fulfill the following requirements:

- i. Must possess a good Bachelors' degree (not lower than a Second Class Honours) from a recognized university; with at least 15 (fifteen) years post qualification experience in a University or any other organization. Acquisition of higher degree(s) will be an added advantage.
- ii. Presently not below the rank of a Deputy Registrar or its equivalent in a University or any other related organization.
- iii. Proven records of sound administrative leadership (membership of a recognized professional management body would be of added advantage).
- iv. Must be of proven character with excellent interpersonal relations that can galvanize the University administrative workforce to ensure efficient service delivery.
- v. Must be proficient in computer application and ICT compliant.
- vi. Should not be above sixty-one (61) years of age by December, 2021.

3. OFFICE OF THE BURSAR

The Bursar is the Chief Financial Officer of the University responsible to the Vice-Chancellor for the daily administration and control of the financial affairs of the University. He/She shall provide the University Management with the appropriate financial advice and control of the financial transactions of the University.

Applicant for the Office of the Bursar must possess the following requirements and qualities:

- i. Candidate must possess a good Bachelors' degree or HND in Accounting or Management (not lower than a Second Class Honours or Lower Credit) from a recognized Institution; with at least 15 (fifteen) years post qualification experience in a University or any other organization. Acquisition of higher degree(s) will be an added advantage.
- ii. Presently not below the rank of a Deputy Bursar or its equivalent in a University or any other related organization.
- iii. Must be a member of relevant professional bodies like ANAN, ICAN, etc.
- iv. Must be a person with proven character and excellent interpersonal relations.
- v. Candidate must have a track record of financial discipline without previous indictments of financial recklessness and fraud.

- vi. Must be computer literate and ICT compliant with a working knowledge of relevant accounting software and packages.
- vii. Must not be above sixty-one (61) years of age by December, 2021.

4. UNIVERSITY LIBRARIAN

The University Librarian is a Principal Officer of the University and shall be responsible to the Vice-Chancellor for the overall administration and management of the University library both centrally and in all departments/units. He/She will ensure that the University library is in good condition and functional both physically and virtually.

Candidate for the position of the University Librarian is expected to have the following qualities and requirements:

- i. The candidate must have earned a Ph.D. in Library Science or Information Science/Studies, with cognate experience in practice and academics for at least fifteen (15) years.
- ii. Must have contributed to knowledge with evidence of publications in reputable international and national journals.
- iii. Must have attained the rank of Deputy Librarian in a University or its equivalent in any other related institution.
- iv. Must be a registered member of professional bodies in the field of library science.
- v. Must be a person of proven character and excellent interpersonal relations.
- vi. Must be computer literate and show evidence of expertise in managing e-library.
- vii. Must not be above sixty-one (61) years of age by December, 2021.

TENURE

Successful candidates in any of the above offices shall serve for a single term of five (5) years from the effective date of appointment.

REMUNERATION

Remuneration and conditions of service for the positions shall be as obtainable in the “ANAN University Remuneration and Allowance Benefits”, or as may be determined by the University Governing Council from time to time.

METHOD OF APPLICATION

Interested persons for the above positions are to submit ten (10) copies of their application letter and curriculum vitae, with photocopies of credentials and other relevant documents. The following highlights should be included in the curriculum vitae:

1. Full Name
2. Date of Birth
3. Nationality
4. Permanent Home Address
5. Current Postal and e-mail addresses
6. Telephone Contact
7. Marital Status
8. Number of Children with age(s)
9. Institutions attended and dates
10. Academic Qualifications with dates
11. Membership of Professional bodies and organizations
12. Honours and Awards received
13. Publications, discoveries and inventions with details
14. Working experience in universities with dates and locations (addresses)
15. Community Services – local, national and international, with dates and locations
16. Present employment and status (kindly include salary earned and the employer’s address/contact)
17. Extra-curricular interests and activities
18. Names, contact addresses, phone numbers, and e-mail (if any) of **Three REFREES**.

SUBMISSION OF APPLICATIONS

Applications are to be submitted confidentially in a properly sealed envelope on or before 11th December, 2021. Position applied should be clearly marked at the upper left of the envelop.

Only shortlisted candidates will be invited for interview.

Applications are to be forwarded to either:

Info@anan.org.ng

OR

**The Chief Executive Officer,
Association of National Accountants of Nigeria (ANAN),
ANAN HOUSE,
Plot 559, Mabushi District,
Off Amadu Bello Way,
Abuja.**

Signed:

Ag. Registrar.