



**OBAFEMI AWOLowo UNIVERSITY**  
**CENTRE FOR DISTANCE LEARNING**  
**VACANCIES**

The Obafemi Awolowo University Ile-Ife, Centre for Distance Learning hereby invites applications from suitably qualified competent, experienced and resourceful applicants for the following positions:

- I. NURSING TUTOR II**
- II. ACCOUNTING TUTOR II**
- III. ECONOMICS TUTOR II**

**JOB LOCATION:** Centre for Distance Learning Campus, Moro, Ife North Local Government Area.

**TYPE OF APPOINTMENT:** Full Time Appointment

**REMUNERATION:** CONTISS 8 (N1,258,652.83 p.a.)

**JOB PURPOSE**

To provide effective delivery of instructional materials, tutoring and support services to students through the Open and Distance Learning mode via appropriate technologies without compromising the quality of instruction.

**QUALIFICATIONS**

**NURSING TUTOR II**

Applicants must possess a good Bachelor's degree and a Master's degree in Nursing or Nursing Science from a recognized University, plus Certificate of Registration with Nursing and Midwifery Council of Nigeria (NMCN). He/she must have participated in the NYSC programme or be exempted from it. Possession of a current professional practicing license is mandatory. Any other qualification(s) is an added advantage.

**ACCOUNTING TUTOR II**

Applicants must possess a good Bachelor's degree and a Master's degree in Accounting from a recognized University. He/she must have participated in the NYSC programme or be exempted from it. Membership of an Accounting professional body recognized by IFAC, and any other relevant qualification(s) will be an added advantage.

## **ECONOMICS TUTOR II**

Applicants must possess a good Bachelor's degree and a Master's degree in Economics from a recognized University. He/she must have participated in the NYSC programme or be exempted from it. Possession of a Postgraduate Diploma in Education, and any other relevant qualification(s) will be an added advantage.

### **Experience (I, II & III)**

Applicants must have a minimum of three years post qualification cognate work experience.

### **Specialized Skills**

Applicants must be computer literate, conversant with Microsoft Office packages and must have an aptitude for figures.

He/she must possess effective oral and written communication skills, active listening skills, ability to assess and evaluate situations effectively, identify critical issues quickly and accurately, pay attention to details, must be able to organize, prioritize and produce results under pressure.

### **RESPONSIBILITIES (I, II & III)**

- To facilitate the collection and editing of instructional materials from Instructors,
- To assist Instructors on course content conversion, video recording of the instructional materials into open and distance learning mode
- To establish interpersonal relationship with Course Coordinators, Instructors and other Tutors
- To assist Instructors in the writing and designing of Course Guide
- To answer students questions related to their course content (online facilitation)
- To respond to messages from students' group and school administrators
- To liaise with Course Coordinators to obtain Examination Questions, Results and on other Academics matters
- To assist the Course Coordinators' and Instructors in the Conduct of Examinations
- To assess students' progress and provide support services
- To conduct research into the Theory and Practices of Open and Distance Learning education
- To suggest program or curriculum improvements to school administrators
- To prepare Course time-table and Academic Calendar
- To maintain required records and perform other duties fundamental to a typical Academic Staff in Higher Institutions.
- To interact cordially and communicate with students and
- To undertake any other duties as may be directed

## **METHOD OF APPLICATION**

- Applicants are required to submit hard copies of typewritten application, Curriculum Vitae and photo copies of their credentials (eight (8) copies of each)

Applicants' Curriculum Vitae should follow the format below:

- i. Full Name:
- ii. Post Desired:
- iii. Date of Birth:
- iv. Nationality:
- v. Permanent Contact Address:
- vi. Current Postal Address:
- vii. E-Mail Address and cell phone number:
- viii. Marital Status:
- ix. Number of Children with Names and Ages:
- x. Institutions Attended (with dates):
- xi. Academic and Professional Qualifications (with dates):
- xii. List of Publications with Details of Title, Publications with dates and pages (- for academic staff, where applicable):
- xiii. Working Experience with dates:
- xiv. Present Employment, Status, Salary and Employer:
- xv. Extra-Curricular Activities:
- xvi. Names and Addresses of Three Referees (two of who must be Academic or professionals in your relevant field) Referees should be requested to forward Confidential Reports on the applicant (in sealed envelopes) directly to the Administrative Secretary:
- xvii. Signature and Date

Soft copies of Application Letter, Curriculum Vitae and credentials should also be sent **online as a single MS Word Document** in the order listed in the first line of this paragraph to [adminsec@oaucdl.edu.ng](mailto:adminsec@oaucdl.edu.ng).

**Closing and Submission of application: Tuesday, 30<sup>th</sup> May, 2017.**

**SIGNED**

**O.M. OGUNKOYA (MRS.)  
ADMINISTRATIVE SECRETARY**