# OBAFEMI AWOLOWO UNIVERSITY, ILE-IFE, NIGERIA
# CENTRE FOR DISTANCE LEARNING

**JOB VACANCIES**

The Centre for Distance Learning facilitates the development and coordinates the delivery of non-degree, professional, degree and post-graduate programmes by the open and distance learning (ODL) mode.

Applications are hereby invited from suitably qualified candidates to fill the following positions at the Centre.

**1 .OUTREACH AND TECHNOLOGY DIVISION (TEACHING STAFF POSITIONS)**

**Position**

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|---|---|
| (a) Tutor III/II for Nursing | CONUASS 02/CONUASS 03 |
| (b) Tutor II for Educational Technology | CONUASS 02 |

**2. ADMINISTRATIVE DIVISION**

**Position:**

| | |
|---|---|
| (a) Programme Officer II | CONTISS 07 |
| (b) Confidential Secretary II | CONTISS 07 |

**3 .ACCOUNTS DIVISION**

**Position:**

| | |
|---|---|
| (a) Accountant II | CONTISS 07 |
| (b) Executive Officer | CONTISS 06 |

## TEACHING STAFF: Qualification and Experience

**For position No 1(a)**

Candidates for the positions of the Tutor III and Tutor II should have the following qualifications:

i. First degree in Nursing (BN.Sc. or B.Sc.) with Registration and Current License in General Nursing (RN), Registration and Current License in Midwifery or Public Community Health Nursing or Mental Health and Psychiatric Nursing; Master's degree in Nursing for Tutor III
ii. Ph.D. degree (preferably in Nursing or its equivalent (Doctor of Nursing Science) with at least 2 years clinical experience for Tutor II
iii. Be computer literate
iv. Competence in online teaching. Publication in reputable journals will be added advantages

**For Position No 1(b)**

Candidates for the position of the Tutor II should have the following qualifications:

i. Doctor of Philosophy degree in Educational Technology from a recognized University.
ii. Be computer literate

## ADMINISTRATIVE STAFF: Qualification and Experience

**For Position No 2(a)**

Candidates for the position of the Programme Officer should have the following qualifications:

i. A first degree in any discipline with a minimum of Second Class Honours, from a recognized University
ii. The applicant must be computer literate

**For Position No 2(b)**

Candidates for the position of the Confidential Secretary should have the following qualifications

i. Higher National Diploma in Secretarial Studies with proficiency in English language.
ii. The applicant must be computer literate

## ACCOUNTS STAFF: Qualification and Experience

**For Position No 3(a)**

Candidates for the position of Accountant II should have the following qualifications

i. A good university degree in Accounting from a recognized University
ii. Possess well-developed computer skills, with particular reference to Accounting Packages (like QuickBooks, Peachtree, Tally, etc) and Ms-Office Applications (especially Ms-Office Excel, Ms-Office Access and Ms-Office word)
iii. Membership of a relevant professional body will be an advantage

**For Position No 3(b)**

Candidates for the position of Executive Officer (Finance & Accounts) should have the following qualifications

i. National Diploma (ND) in Accountancy, Finance (or related field) plus at least one year relevant experience in a tertiary institution.
ii. Possess well-developed computer skills, with particular reference to Accounting Packages (like QuickBooks, Peachtree, Tally, etc) and Ms-Office Applications (especially Ms-Office Excel, Ms-Office Access and Ms-Office word)

## METHOD OF APPLICATION

Applicants are required to submit 15copies of their applications and up-to-date curriculum vitae giving the following information in the order listed below

(i) Full Name (surname first in capital letter)
(ii) Post Applied for
(iii) Date and place of birth
(iv) Nationality
(v) State of Origin, Senatorial District and Local Government Area(if a Nigerian)
(vi) Permanent Home Address
(vii) Current Postal Address including G.S.M/Telephones number and e-mail address
(viii) Marital Status
(ix) Number of the Children and their ages
(x) Institutions Attended with dates
(xi) Academic/Professional qualifications and distinctions obtained with dates
(xii) Work Experience with dates
(xiii) Present Employment status and salary(if any)
(xiv) Research interests and activities
(xv) Conference/courses attended(state titles of papers presented if any )
(xvi) Professional accomplishments
(xvii) Publications with dates
(xviii) Service to Nation and International bodies.
(xix) Extra Curricular activities.
(xx) Any Physical challenge?
(xxi) Names and Addresses of three (3) referees who must have been closely associated with candidate's academic/work experience

**NOTE:**
Candidates applying for any of the positions are advised to request their referees to forward confidential reports on them to the Administrative Secretary, Centre for Distance Learning. The report should be duly marked "CONFIDENTIAL"

**CLOSING DATE:** Applications are to be addressed to the Director, Centre for Distance Learning, "For the attention of Administrative Secretary" and should be submitted not later than two (2) weeks from the date of this publication (9 September 2011). Only short listed candidates will be contacted.

Signed
**A. O. OGUNRUKU**
*Registrar*.