



=

# **CENTRE FOR DISTANCE LEARNING**

## **OBAFEMI AWOLOWO UNIVERSITY, ILE-IFE, NIGERIA**

# **VACANCY**

The Centre for Distance Learning, Obafemi Awolowo University has as one of her strategic objectives, expanding the reach of education to those disadvantaged by limited time, distance, gender discrimination, old age or physical disability.

The Centre facilitates the development and coordinates the delivery of programmes by the use of multimedia technology that supports electronic instructional delivery. Consequently, all technical and administrative staff of the Centre are required to be computer proficient and familiar with office productivity applications, the internet, e-mail services, etc.

Staff of the Centre are not staff of the university but enjoy similar conditions of service with university staff on comparable levels.

Applications are invited from suitably qualified, competent and resourceful candidates for the following position established by the Governing Board of the Centre.

**POSITION:** Senior Finance Officer

### **QUALIFICATION/EXPERIENCE**

- Minimum of Bachelor's Degree or (equivalent) in Accounting from a reputable institution.
- Minimum of 6 years cognate experience in a university or comparable institution.
- Membership of an accountancy professional body recognised by the International Federation of Accountants (IFAC).
- Computer proficiency and skills in software applications such as QuickBooks (or Sage 50), Ms-Excel and Ms-Word.
- Excellent interpersonal and communication skills - oral and written.
- Good analytical skill and ability to work under pressure.

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

**TYPE OF APPOINTMENT:** Full-Time

**REMUNERATION:** NEGOTIABLE

## **METHOD OF APPLICATION:**

Please prepare and forward suitability statement (application) and resume (CV) in the format below as a single MS Word document to [adminsec@oaucdl.edu.ng](mailto:adminsec@oaucdl.edu.ng) and in one hard copy addressed to The Administrative Secretary, Obafemi Awolowo University Centre for Distance Learning, Moro Campus.

### **A. PERSONAL DATA**

Surname:  
Other Names:  
Sex:  
Date of Birth:  
Nationality:  
State of Origin:  
Senatorial District:  
Local Government Area:  
Permanent Home Address:  
Email Address:  
Mobile Phone No.:  
Marital Status:  
Number of Children/Age:  
Next of Kin:  
Address of Next of Kin:

B. EDUCATIONAL INSTITUTIONS ATTENDED WITH DATES

C. ACADEMIC/PROFESSIONAL QUALIFICATIONS/DISTINCTION OBTAINED WITH DATES

D. WORK EXPERIENCE WITH DATES

E. CONFERENCES/SEMINAR/WORKSHOP ATTENDED WITH DATES

F. MEMBERSHIP OF PROFESSIONAL ORGANIZATIONS

G. EXTRA CURRICULAR ACTIVITIES

H. REFEREES (Three)

I. \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Each applicant is required to have three (3) referees who should forward their confidential reports directly to the Administrative Secretary [adminsec@oaucdl.edu.ng](mailto:adminsec@oaucdl.edu.ng). Only shortlisted candidates will be contacted.

**CLOSING DATE** – The submission of application closes on **Friday, 28<sup>th</sup> June, 2019.**

**For further information call**

**SIGNED:**

O.M. Ogunkoya (Mrs.)  
**Administrative Secretary**