



## **McPHERSON UNIVERSITY**

### **SERIKI SOTAYO**

Km 96 LAGOS-IBADAN EXPRESSWAY  
P.M.B. 2094, ABEOKUTA, OGUN STATE  
WEBSITE: [www.mcu.edu.ng](http://www.mcu.edu.ng)

### **ADVERTISEMENT FOR THE APPOINTMENT OF REGISTRAR**

McPherson University, Seriki Sotayo hereby declares that the post of the Registrar will become vacant by 31<sup>st</sup> July, 2017. The University's Council hereby invites applications from suitably qualified candidates for the position. Interested applicants are requested to note the following information about the University and post.

#### **THE UNIVERSITY**

McPherson University is a licensed private Christian institution established by the Foursquare Gospel Church in Nigeria. It was granted an operational license by the Federal Government on 28<sup>th</sup> February, 2012 and started operating in October, 2012. The University has graduated its first set of students and commenced its fifth Academic Session in October, 2016 (i.e. 2016/2017). The University which is fully residential is committed to producing future leaders who are God-fearing, creative and resourceful. The University's motto is **Knowledge, Integrity and Service**.

The Vision of the University is "to build a People of Excellence and Integrity for Service".

Its Mission is "to provide qualitative, functional and sound education with Godly virtues that will prepare men and women for leadership and positive impact on the Society".

The University hereby invites applications from suitably qualified candidates for the post of Registrar.

#### **THE POSITION**

The Registrar is the Chief Administrative Officer of the University and shall be directly responsible to the Vice-Chancellor for the day-to-day administration of the affairs (other than the financial affairs) of the University.

By virtue of his/her position, the Registrar is the Secretary to the University Governing Council, Senate, Convocation and Congregation of the University. The Registrar is also a Principal Officer of the University.

### **SALARY AND CONDITION OF SERVICE**

The post of the Registrar is tenure track. The successful candidate shall hold office for a single term of five (5) years on such terms and conditions as may be specified in the letter of appointment.

The salary and allowances attached to this position are very attractive. The University runs a salary scale that compares with what obtains in Public Universities in Nigeria.

### **QUALIFICATION AND EXPERIENCE**

The candidate for the post of Registrar must possess:

- A good first degree with a minimum of Second Class (Honours) from a recognized institution. Possession of a Higher Degree as well as membership of recognized professional bodies will be an advantage;
- At least fifteen (15) years of relevant post-qualification experience, ten of which must be in the University system and at least four (4) of which must have been at a level not below Deputy Registrar or its equivalent;
- An evidence of having served in the NYSC or evidence of exemption;
- A high integrity and moral standard;
- An excellent interpersonal relations;
- Exceptional leadership qualities to be able to motivate subordinates for the achievement of institutional goals
- Demonstrable evidence of an exemplary Team Leader with clear mentorship skills and plans;
- An excellent physical and mental health and must be ICT compliant with a high level of Computer literacy.

### **METHOD OF APPLICATION**

- a. Candidates are required to submit twenty (20) type-written copies of their application accompanied by 20 copies of Curriculum Vitae duly signed and dated.
- b. The Curriculum Vitae must give information in the following format:
  - i. Full names with Surname first and in Capital letters
  - ii. Place and Date of Birth
  - iii. State of Origin

- iv. Nationality
- v. Religion
- vi. Current Postal Address
- vii. Permanent Home Address and Telephone Number
- viii. Marital Status
- ix. Names and ages of children
- x. Contact Address (with phone(s) and e-mail address
- xi. Institutions attended with dates
- xii. Academic and Professional Qualifications with dates
- xiii. Work Experience including details of former and present posts and salary
- xiv. Important relevant Conferences/Workshop s/Courses Attended
- xv. Publications
- xvi. Extra-curricular activities
- xvii. Names and addresses of three (3) referees. The referees' reports should be sealed and submitted along with the application.

**c. Closing Date**

All applications and supporting documents should be submitted under confidential cover and addressed to:

**The Vice-Chancellor,  
McPherson University,  
Km 96, Lagos-Ibadan Expressway, Seriki Sotayo, (P.M.B. 2094, Abeokuta),  
Ogun State, Nigeria.**

Sealed envelope(s) containing the application should be marked POST OF REGISTRAR, and must be forwarded to reach the above address not later than four (4) weeks from the date of this publication.

**ELECTRONIC SUBMISSION**

- i. The submission of the hard copy must be accompanied by full electronic version of the application and accompanying materials to be mailed as attachment in PDF format to: vc@mcu.edu.ng, the subject line should read, "Application for the Post of Registrar".
- ii. Referees should be similarly encouraged to submit signed electronic copies of their references in PDF format to the same address.

ADEBOLA ABEGUNDE (Mrs.)  
Registrar

**CANDIDATES SHOULD PLEASE NOTE THAT ONLY THOSE SHORTLISTED  
WILL BE CONTACTED**