



# UNIVERSITY OF MEDICAL SCIENCES, ONDO CITY, ONDO STATE

## ADVERTISEMENT FOR THE VACANT POSITIONS OF THE BURSAR, DIRECTOR OF PHYSICAL PLANNING AND DEVELOPMENT AND LEGAL OFFICER AT THE UNIVERSITY OF MEDICAL SCIENCES (UNIMED), ONDO

The University of Medical Sciences (UNIMED), Ondo, Ondo State, Nigeria, is the first specialized University of Medical Sciences in Nigeria with the mandate to advance excellence through teaching, innovative research, and service delivery in medical and health sciences disciplines. The University has about 5000 students across its Faculties, and Postgraduate School. The Governing Council and the Management of the University invite suitably qualified and highly motivated candidates with sufficient administrative and cognate experiences to apply for the following vacant positions:

1. The Bursar
2. Director of Physical Planning and Development
3. Principal Legal Officer

### 1. THE BURSAR

The Bursar is the Chief Financial Officer of the University and shall be responsible to the Vice-Chancellor for the day-to-day financial administration and control of the financial affairs of the University.

#### Job Description

The successful candidate shall:

- Serve as the Head of the University Bursary Department.
- Plan, organize, direct and coordinate the operations of the University's financial system.
- Advise the Vice-Chancellor and Management on financial policies and matters.
- Ensure prudent management of University funds and resources.
- Prepare and manage annual budgets, financial statements and reports.
- Maintain effective financial controls and ensure compliance with relevant regulations.
- Supervise revenue generation, expenditure control, payroll and accounting operations.
- Drive ICT-based financial management systems and modern accounting practices.
- Promote transparency, accountability and integrity in financial administration.
- Liaise with auditors, regulatory agencies, financial institutions and other stakeholders.

#### Educational Qualifications

Candidates applying for the post must possess:

- A good Honours Degree in Accounting, Finance, Economics or related discipline from a recognized University, with at least Second Class Lower Division.
- A higher degree such as MBA, M.Sc., or equivalent postgraduate qualification in a relevant field will be an added advantage.

#### Professional Qualifications

Applicants must be professionally qualified and registered members of recognized accounting professional bodies such as: ICAN, ACCA, ANAN, CPA, ACMA/CIMA

#### Experience

The candidate must:

- Have at least fifteen (15) years cognate post-qualification experience in a University or comparable institution of higher learning.
- Have spent not less than five (5) years at senior management level.
- Have attained the rank of Deputy Bursar or its equivalent in a recognized institution.
- Demonstrate strong competence in financial management, budgeting, auditing and strategic planning.
- Be computer literate with sound knowledge of modern accounting software and ICT-driven financial systems.

#### Personal Attributes

The ideal candidate must:

- Possess proven integrity, transparency and accountability.
- Demonstrate excellent leadership and managerial ability.
- Be visionary, innovative and capable of working under pressure.
- Enjoy good physical and mental health.
- Have the ability to command the respect and loyalty of staff and students.
- Show evidence of effective interpersonal and communication skills.

#### Conditions of Service

The appointment shall be for a single tenure of five (5) years on such terms and conditions as may be specified in the University Conditions of Service and in accordance with extant regulations governing Nigerian Universities.

**Note - The applicant must not be more than 60 years on assumption of duty.**

### 2. DIRECTOR OF PHYSICAL PLANNING AND DEVELOPMENT

#### Key Responsibilities

The Director of Physical Planning shall serve as the Chief Physical Planning Officer of the University and shall be responsible to the Vice-Chancellor and the University Governing Council for strategic physical planning, development and control.

#### The responsibilities of the office shall include:

- i. Master Planning: Preparation, review, updating, and implementation of the University Campus Master Plan and physical development policies to ensure an organized and conducive academic environment.
- ii. Capital Projects and Infrastructure: Undertaking conceptual planning, feasibility studies, space planning, and development appraisal of proposed projects, as well as supervising new construction works.
- iii. Development Control: Managing land use, vetting architectural and engineering drawings, and ensuring compliance with planning standards and relevant regulatory requirements.
- iv. Advisory and Reporting: Advising the Vice-Chancellor and Governing Council on contractual matters, property utilisation, land use, zoning, expansion proposals, sustainability, and long-term infrastructure planning.
- v. Consultants and Contractors Management: Vetting architectural designs and Bills of Materials, and supervising external consultants, contractors, and service providers to ensure quality delivery.
- vi. Liaison Functions: Liaising with relevant government agencies and professional bodies on physical planning and development matters.
- vii. Project Monitoring: Monitoring the conformity of executed projects with approved plans and specifications (excluding routine maintenance responsibilities).
- viii. Other Duties: Performing such other functions as may be assigned by the Vice-Chancellor in consultation with the University Governing Council from time to time.

#### Core Requirements for the Role

**Education:** A minimum of a Second Class Lower Division degree in Architecture, Civil Engineering, Urban and Regional Planning, or related disciplines. Possession of a Master's degree or higher qualification will be an added advantage.

**Professional Affiliation:** Candidates must be registered members of relevant professional regulatory bodies (e.g., ARCON, COREN, QSRBN, TOPREC or other relevant professional bodies).

**Experience:** Candidates must possess a minimum of fifteen (15) years post-qualification cognate experience, preferably in physical planning, development, and project management within a university or an institution of comparable status. In addition, candidates must have attained the rank of Deputy Director or its equivalent in a university or an institution of comparable status for at least two (2) years.

#### Leadership, Competencies and Other Requirements

Candidates must:

- Demonstrate strong managerial and leadership capabilities.
- Exhibit a high level of integrity, transparency, and accountability in both public and private life.
- Be proficient in Information and Communication Technology (ICT), including Computer-Aided Design (CAD) and relevant planning tools.
- Possess strong strategic thinking, organisational, and coordination skills.
- Be below sixty (60) years of age at the time of assumption of duty.
- Be of sound physical and mental health to effectively discharge the duties of the office.

#### Tenure

The appointment shall be for a single tenure of five (5) years.

#### Conditions of Service

The appointment shall be on CONTISS 15 and shall be subject to the conditions of service applicable to Universities in Nigeria. Candidates must not exceed the statutory retirement age before the expiration of the five-year tenure.

### 3. PRINCIPAL LEGAL OFFICER (CONTISS 11)

#### QUALIFICATION & EXPERIENCE

Candidate must possess a good Bachelor of Law Degree (LL.B) with at least Second Class (Lower Division) from a recognized University and Barrister at Law (B.L.) and must have a minimum of nine (9) years cognate experience in a University or an institution of comparable status.

#### SALARIES AND ALLOWANCES

Salaries and allowances are as obtainable in the Nigerian Public Universities.

#### CONDITIONS OF SERVICE

As contained in the approved Conditions of Service for staff of the University.

#### METHOD OF APPLICATION

Candidates should forward applications with twenty (20) copies of detailed Curriculum Vitae (CV) along with the vision for the position, providing information on the following:

- Full name
- Place and Date of Birth
- Home Address
- Email Address(es)
- Sex
- Nationality
- Marital Status
- Number and ages of Children
- Permanent Home Address
- Phone Numbers (Active Lines)
- Degrees (including dates/class and institutions) and/or any other qualifications and distinctions (Photocopies of Certificates to be attached).
- Statement of Experience including full details of former and present posts.
- List of Publications (Where applicable)
- Current Research (Where applicable)
- Other Activities outside Current Employment
- NYSC Certificate or NYSC Exemption Certificate
- One-page statement of the candidate's vision for University of Medical Sciences, Ondo, as a 21st century University.
- Extra-Curricular activities
- Proposed Date of Availability for Duties, if appointed.
- Health Status (Indicate if you have any physical/mental challenge)
- Any other relevant information.
- Signature and Date

#### REFERENCES

In addition to stating the names and addresses of three (3) referees, applicants should request their referees to forward references on their behalf directly to the Vice-Chancellor, University of Medical Sciences, Laje Road, Ondo at least two weeks before the expiration of the advert. Please, note that one of your referees must be your current employer or immediate past employer.

All applications are to be submitted under confidential cover with envelope marked "POST YOU ARE APPLYING FOR" stated and addressed to:

The Vice-Chancellor, University of Medical Sciences, Laje Road, Ondo City, Ondo.

**Submission of application should not be later than six (6) weeks from the date of this publication.**

## SIGNED: MANAGEMENT