



# BAYELSA MEDICAL UNIVERSITY

P.M.B. 178, YENAGOA  
OFFICE OF THE REGISTRAR

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## INTERNAL AND EXTERNAL ADVERTISEMENT FOR THE POSITION OF REGISTRAR

Applications are invited from suitably qualified candidates to fill the vacant position of **Registrar** of the Bayelsa Medical University, Yenagoa.

### THE UNIVERSITY

The Bayelsa Medical University, Yenagoa was statutorily established by the Bayelsa State Government in August 2018 and was duly recognized by the National Universities Commission, Abuja as the 4<sup>th</sup> Medical University, as the 48<sup>th</sup> State and the 170<sup>th</sup> University in Nigeria.

The Bayelsa Medical University, Yenagoa is a specialized medical university that is established to promote excellence and leadership in medical and health sciences through education, research and provision of health care services that will advance the mental, physical and emotional well-being of people all over the world.

### DUTIES

The Registrar is the Chief Administrative Officer of the University and is responsible to the Vice Chancellor for the day-to-day administrative work of the institution except for financial matters which fall within the purview of the Bursar.

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

### TERMS OF APPOINTMENT

The appointment shall be for a single term of five (5) years effective from the date of appointment and will be on such terms and conditions as may be specified in the letter of appointment. The salary is as obtainable in similar positions in Nigerian universities.

### QUALIFICATIONS

Candidates must possess a good honours degree with a minimum of Second Class (lower division) from a recognized University. The possession of at least a **Masters degree** in Higher Education Administration or Management is desirable while a **PhD** will be an added advantage. Candidates must have at least fifteen (15) years post-qualification administrative and professional cognate working experience and must not be below the rank of a Deputy Registrar in a University with at least three (3) years' experience in the post.

Membership of at least two (2) professional bodies such as NIM, CIA, CIPM, ANUPA is mandatory for the post-holder.

## THE CANDIDATE

The candidate shall be a person of high integrity and moral rectitude with excellent interpersonal relations. S/he must be able to instil confidence in staff, be of pleasant disposition and command the respect and loyalty of members of the University community. S/he must understand the workings and complexity of the university system and must be able to harness the human and material resources of the institution to establish an efficient and effective administrative system driven by digital technology. S/he must possess good physical, emotional and mental health. The candidate must have an enviable carriage and honour in the larger society.

## METHOD OF APPLICATION

Interested candidates are required to submit the following:

a. **Fifteen (15) copies** of Application Letter and each should be accompanied with Curriculum Vitae containing the following information:

- Full Name (Surname first)
- Post Desired
- Place and Date of Birth
- Marital Status
- Names and Age of Children (if any)
- Home Town, LGA and State of Origin
- Nationality
- Permanent Address
- Contact Address
- Phone Number and E-mail Address
- Educational Qualifications and Institutions Attended with Dates
- Membership of professional Bodies
- Conferences and Seminars /Workshops Attended with Dates
- Career Progression and Job Experience with Dates
- Career Achievements
- List of Publications (if any) stating journals in which published.
- Other Activities outside current employment.
- Names and Addresses of three (3) Referees
- Proposed date of availability if appointed.

b. A **Vision and Mission Statement for the University Registry** of not more than 1000 words.

c. Reference Letter from each of the Referees addressed to the Registrar should be forwarded with the Application.

## MODE OF SUBMISSION OF APPLICATION

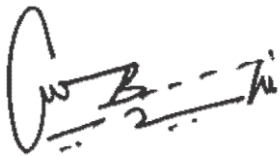
The Application and other supporting documents should be enclosed in an envelope marked "REGISTRAR" at the top left hand corner and be addressed to the **Registrar, Bayelsa Medical University. P.M.B 178, IMGBI ROAD, ONOPA, YENAGOA, BAYELSA STATE** and submitted by hand or by courier service.

Please, call +234-803-276-4938 for further enquiries. You can also visit the University website at [www.bmu.edu.ng](http://www.bmu.edu.ng) for more details about this advert.

## CLOSING DATE

Application must reach the **Office of the Registrar not later than Thursday 30<sup>th</sup> November 2023.**

Only shortlisted candidates will be invited for interview.



**Dr. Guagha M. Berezi**

**Registrar/Secretary to Council**

