

2. REGISTRAR – CORPORATE AFFAIRS

Key Qualifications & Experience:

- Be a holder of an earned Ph.D. degree or equivalent from a reputable University.
- Must be at least a Senior Lecturer or equivalent.
- Applicants should have at least five (5) years proven administrative work experience at a senior level, in a reputable institution of higher learning.
- Have a good internationally recognized scholarly record.
- Have knowledge and skills in planning and directing corporate communication programs that can create and maintain a favorable University image.

Duties and Responsibilities:

While reporting to Vice Chancellor; the Registrar Corporate affairs will specifically take leading role in;

- Planning, developing and implementing University public relations strategic policies and follow up implementation.
- Handling protocol issues and coordinating University public relations activities
- Administering the University Communication Policy.
- Promoting and Marketing the University as a brand in order to enhance competitiveness and image of the institution.
- Provide leadership in strategic communication.
- Promote and maintain corporate links with relevant stakeholders.
- Plan and organize corporate events including exhibitions, shows, conferences, courtesy calls and meetings.
- Perform any other duties as delegated and assigned from time to time

3. REGISTRAR – ADMINISTRATION

Key Qualifications & Experience:

- Be a holder of an earned Ph.D. degree or equivalent from a reputable University.
- Must be at least a Senior Lecturer or equivalent.
- Have a good internationally recognized scholarly record.
- Applicants should have at least five (5) years proven administrative work experience at a Senior level, in a reputable institution of higher learning
- Must have outstanding professional competence in Administration and Management of Human Resources.

Duties and Responsibilities:

While reporting to Deputy Vice Chancellor (Administration);

- Coordinate the functions of administrative sections in the division
- In liaison with the Human Resource Manager organize and coordinate recruitment, staff placement and capacity development of all university staff.