



# FEDERAL COLLEGE OF EDUCATION, EHA-AMUFU

P.M.B. 2001, EHA-AMUFU, ENUGU STATE

Office Of The Registrar

Tel: 08104183064

## INTERNAL AND EXTERNAL ADVERTISEMENT VACANCIES FOR THE POSITIONS OF PROVOST AND COLLEGE LIBRARIAN

Enugu State, hereby declares vacant the offices of **Provost** and **College Librarian**. Applications from suitably qualified and experienced candidates are hereby invited to fill the vacant positions.

The Federal College of Education, Eha-Amufu, is one of the foremost teacher education institution in South-East Nigeria renowned for training highly qualified educators and advancing the cause of quality education in the region and beyond. Established in 1981, the College has recently been upgraded to a **degree-awarding institution under the Dual Mode Programme** approved by the Federal Ministry of Education.

### PROVOST

#### Duties

The Provost is the Chief Executive and Accounting Officer of the College and shall be responsible for the general administration of the College, implementation of the policies and decisions of Council and Government, and the provision of strategic leadership for the attainment of the objectives of the institution. He/She has statutory power to exercise general authority over the staff and students for direction and discipline in the College.

#### Qualifications

- (i) The Candidate must possess a Doctorate Degree (Ph.D) in Education from a recognized University in the field relevant to at least one programme in the College;
- (ii) He/She must have attained the rank of a Chief Lecturer with at least 5 years of experience on the rank;
- (iii) Possession of Professional Teaching qualification, a minimum of Nigerian Certificate in Education (NCE) or post Graduate Diploma in Education (PGDE), or Degree/Higher Degree in the field/Faculty of Education in addition to registration as a professional teacher with Teachers Registration Council of Nigeria (TRCN) is MANDATORY
- (iv) The candidate should have gained a minimum of fifteen (15) years of post-qualification teaching/research experience in a College of Education system or any higher educational institution, in addition, must have held a senior teaching/research and top administrative post in a college of education system or higher educational institution as evidence of ability to manage human and material resources.
- (v) He/She should be a registered and active member of a Professional Association in the field of Education.
- (vi) The candidate, at the time of taking up the appointment, must not be more than 59 years
- (vii) The candidate must show evidence of good track in result-oriented researches reaching high National and International status in his/her research achievements as evidence of scholarly publications
- (viii) He/She must be physically and mentally fit, be of good conduct and character, possess sense of discipline, dedication, drive, resourcefulness and be able to command the respect and loyalty of the members of staff and students of the College. He/she must be able to create synergy between the college community and its stakeholders devoid of ethnic, political, religious clannish, religious, local loyalties and other biases;
- (ix) The candidate must be a person with a good grasp of information and communication technology skills and relevant to contemporary times;
- (x) The candidate must show evidence of Community Service both Local and National development.
- (xi) Candidate must be a man or woman of vision, a goal getter, and one that can execute a strategic plan for the College.

### COLLEGE LIBRARIAN

#### Duties

The College Librarian shall be responsible to the Provost for the administration of the College Library and coordinating the Library services in the teaching units of the College. The candidate for the position is expected to among other responsibilities, perform overall library policy, contracts and liaising with Departments, on book requirements, prepare library budgets, give professional advice on Library matters and perform any other functions which the Council or Provost may so direct.

#### Qualifications

- i. A good Bachelor's Degree with Master in Library and Information Science (MLS) from a recognized institution of higher learning with at least fifteen (15) years of cognate work experience and registration with Professional library body or a Doctorate Degree (PhD) in Library and Information Science with at least twelve (12) years of cognate work experience and evidence of registration with Professional Library body.
- ii. Present evidence of sound human relations, professional competence, industrial integrity, and efficient management of human and material resources.
- iii. Proficiency in Information and Communication Technology (ICT).
- iv. Must show evidence of substantial contribution to knowledge through research and scholarly publications in reputable journals equivalent to that of a Chief Lecturer
- v. Must be Chief Librarian or Deputy College Librarian for a period of not less than five (5) years in a College of Education System.

### Method of Application

Interested candidates shall submit:

- (i) Twenty (20) copies of a detailed up-to-date Curriculum Vitae which must include the following
  1. Post Desired
  2. Full Name (Surname first and in capital letters).
  3. Date of Birth
  4. Place of Birth
  5. Gender
  6. Nationality
  7. State of Origin
  8. Local Government Area
  9. Details of Contact Address
    - a. Residential Address
    - b. E-mail Address
    - c. Mobile Telephone Numbers (inclusive of Whatsapp)
  10. Permanent Home Address
  11. Marital Status
  12. Number and Ages of Children.
  13. Name of Next of Kin
  14. Address of Next of Kin
  15. Mobile Telephone Numbers of Next of Kin
  16. Educational Institutions attended and Qualifications obtained with Dates
  17. Membership of Professional Bodies with Dates
  18. Scholarships, Prizes and Awards
  19. Academic Honours, Merits and Distinctions
  20. Work Experience with Dates
  21. Present Employer
  22. Status and Salary
  23. Date of Last Promotion
  24. Evidence of Proficiency in ICT
  25. Community Service
  26. List of Academic Journals and Publications cited in current APA format
  27. Attendance at Conference/workshop with Dates (where applicable)
  28. Extra-Curricular activities
  29. Names and Addresses of Three (3) Referees one of whom must be the present employer.
  30. Signature and Date

### OTHER REQUIREMENTS

#### VISION AND MISSION STATEMENT

The candidate must submit in clear terms, in not more than two (2) pages his/her Vision and Mission for the College in the next 5 years.

### CONDITIONS OF SERVICE

The successful candidate will be entitled to the privileges and benefits of Principal Officers as specified in the terms and conditions of service for staff of Federal Colleges of Education in Nigeria and other conditions which may be approved from time to time by the Governing Council of the College in accordance with the College of Education Act, and in consultation with the National Commission for Colleges of Education (NCCE).

### SALARY

Consolidated salary for Provost and College Librarian of the Federal Colleges of Education will be applicable.

### TENURE

Appointment of the Provost and College Librarian is for a single term of 5 years only, beginning from the effective date of appointment.

### REFERENCE REPORT

Report from the three referees are to be forwarded directly to the Registrar and Secretary to Council. Applications should be enclosed in an envelope marked "PROVOST" for the Position of Provost and "COLLEGE LIBRARIAN" for the position of College Librarian at the upper right-hand corner and addressed to:

The Registrar  
Federal College of Education  
P.M.B 2001  
Eha-Amufu, Enugu State.

The application must reach the Registrar, not later than (six) 6 weeks from the date of the publication. Note that only shortlisted candidates will be contacted for further communication.

Signed

**Dr. Francisca N. Ukwueze**  
Registrar & Secretary to Council