



# FEDERAL UNIVERSITY OYE-EKITI

## EKITI STATE

### INTERNAL ADVERTISEMENT (CONVERSION EXERCISE)

11th February, 2022

Applications are invited from suitably qualified candidates, **who are existing tenured staff on the University's Payroll**, who may wish to be converted from their current designation to fill the underlisted vacant **Non-Academic positions** in the University.

**i. ADMINISTRATIVE OFFICER II (ADMINISTRATION)/ CONTISS 07**

The applicant must possess a good first degree (minimum of Second Class Lower) from a recognised University.

**ii. HIGHER EXECUTIVE OFFICER (REGISTRY)/ CONTISS 07**

The applicant must possess:

- a. Higher National Diploma from a recognized Institution; or
- b. Third Class degree from a recognized University.

**iii. SECURITY OFFICER II/ CONTISS 07**

The applicant must possess:

- (a) A good first degree (minimum of Second Class Lower) in security studies or related disciplines from a recognized University; and
- (b) Ex-Assistant Superintendent of Police.

**iv. ACCOUNTANT II/ CONTISS 07**

The applicant must possess:

- (a) A good first degree in Accounting (minimum of Second Class Lower) from a recognized University; or
- (b) A good HND in Accountancy from a recognized Institution.  
**Note:** Candidate must be Computer literate.

**v. AUDITOR II/ CONTISS 07**

The applicant must possess:

- (a) A good first degree in Accounting (minimum of Second Class Lower) from a recognized University; or
- (b) A good HND in Accountancy from a recognized Institution.  
**Note:** Candidate must be Computer literate.

**vi. HIGHER EXECUTIVE OFFICER (ACCOUNTS)/ CONTISS 07**

The applicant must possess a good HND in Accountancy from a recognized Institution.

**vii. HIGHER EXECUTIVE OFFICER (STORE)/ CONTISS 07**

The applicant must possess a good HND in Business Administration, Store Management, Purchasing and Supply or Marketing from a recognized Institution.

**viii. HIGHER TECHNICAL OFFICER/ CONTISS 07**

The applicant must possess a good HND in Electrical, Mechanical Engineering and other relevant discipline from a recognized Institution.

**ix. SYSTEM/COMPUTER ANALYST II/ CONTISS 07**

The applicant must possess:

- (a) A good first degree in Computer Science/ Informatics or related discipline from a

recognized University.

(b) A good HND in Computer Science/Informatics from a recognized Institution.

**x. CONFIDENTIAL SECRETARY II/ CONTISS 6**

The applicant must possess a good OND or NCE in Secretarial Studies from a recognized Institution, plus 3 years experience.

**xi. EXECUTIVE OFFICER (REGISTRY)/ CONTISS 6**

The applicant must possess a good OND/NCE in Business or Secretarial Studies or a related discipline from a recognized Institution, plus 2 years experience.

**xii. EXECUTIVE OFFICER (ACCOUNTS)/ CONTISS 6**

The applicant must possess a good OND in Accountancy or equivalent from a recognized Institution, with at least 3 years relevant experience.

**xiii. EXECUTIVE OFFICER (STORE)/ CONTISS 06**

The applicant must possess a good OND in Business Administration, Store Management, Purchasing and Supply or Marketing from a recognized Institution, plus 3 years experience.

**xiv. HEALTH TECHNICIAN/ CONTISS 6**

The applicant must possess Health Technician Certificate from a recognized School of Health Technology or similar Health Institutions in the appropriate field plus Board's registration. He/She must have a minimum of 3 years experience.

Applicant must attach evidence of approval to pursue academic programme, where applicable.

**METHOD OF APPLICATION:**

All applicants are required to submit **ten (10) copies** of their Credentials (academic qualification) and current Curriculum Vitae (**with typed application letter**) giving the following information in the order listed below:

- a. i. Full Name (Surname first, in capital letters)
- ii. Post Desired
- iii. Place and Date of Birth
- iv. Age (attach evidence)
- v. Gender (Male or Female)
- vi. Local Government Area
- vii. State of Origin
- viii. Nationality
- ix. Permanent Home Address
- x. Current Postal Address
- xi. Cell Phone Number
- xii. E-mail Address
- xiii. Marital Status
- xiv. Number of Children (with ages)
- xv. Institutions Attended (with dates)
- xvi. Pure Academic Qualifications (with dates)
- xvii. Extra Curricular Activities
- xviii. Names and Addresses of three (3) Referees
- xix. Signature..... Date.....

b. All applications should be addressed and submitted to:

The Ag. Registrar  
Federal University Oye-Ekiti  
3, Are Afao Road  
P. M. B. 373  
Oye-Ekiti  
Ekiti State

**Note:** Please indicate the position sought on the top left-hand corner of the envelope.

c. **Closing Date:** Application closes **two (2) weeks** with effect from the date of this advertisement.

**Signed**

**Mufutau A. IBRAHIM**

*Ag. Registrar*

cc: Vice-Chancellor  
Deputy Vice-Chancellor (Administration)  
Deputy Vice-Chancellor (Academics)  
Ag. Registrar  
Ag. Bursar  
University Librarian  
Deans of Faculty  
Directors  
Heads of Department/Unit  
Personnel Affairs Officer  
All Notice Boards  
Director, ICT (please place on the University's website)  
Files