



**UMARU MUSA YAR'ADUA UNIVERSITY**  
**P. M. B. 2218, TAFAWA BALEWA ROAD, KATSINA**

*(Office of the Registrar)*

**INTERNAL AND EXTERNAL ADVERTISEMENT OF VACANCY FOR THE POST OF  
DIRECTOR CONSULTANCY**

Umaru Musa Yar'adua University hereby announces the vacant position of **Director Consultancy** of the University Directorate of Consultancy Services and invites interested and qualified candidates to submit applications:

**The Position:**

The Director Consultancy is a Management Staff and responsible to the Vice Chancellor for:

- the day-to-day maintenance, planning, development and management of the University Directorate of Consultancy Services;
- Providing leadership through supervision, monitoring and coordinating of all activities of the Directorate;
- Advising the University Management on the appropriate business and services policies that would positively boost the University internally generated revenue (IGR);
- Guide the University Management on the availability and use of the University facilities for consultancy services;
- Carry out other duties as may be assigned by the Vice Chancellor; and
- Provide professional and community services.

**Qualifications:**

Candidate for this post shall:

- Possess a Bachelor's degree in Business Administration/Management obtained from a recognized institution with a minimum of 2<sup>nd</sup> Class Lower Division plus NYSC Discharge Certificate or Evidence of Exemption;
- be a full member of any recognized Professional Business; Management; or Investment body;
- have a minimum of fifteen (15) years post qualification cognate experience, five (5) years of which shall be in top Management position, preferably at Deputy Director's level in a public tertiary institution;
- be able to demonstrate ability to formulate and implement business/investment policies and produce manual of Business/Investment procedures;
- be computer literate with a working knowledge of relevant business/investment packages;
- Show demonstrable evidence of consummate business/investment management and leadership passion and drive in previous positions and in addition, must possess excellent communication and interpersonal relationship skills;
- Exhibit the ability to be a team leader, has clear mentorship skills and plans;
- Should not be older than sixty (60) years of age upon appointment and should be within the sixty-five (65) years retirement age at the expiration of his/her tenure;
- Enjoy strong physical and mental health;
- Possess personal integrity, demonstrate transparency in private and public life, be able to command the respect and loyalty of staff, students and other members of the University Community.
- Possession of any relevant postgraduate qualification will be an added advantage.

**Terms and Conditions of Service applicable to the Post:**

The Director Consultancy shall hold office for a term of four (4) years on such terms and conditions as may be specified in the letter of appointment. The remuneration and other conditions of service are as applicable to the

post of Director Consultancy in Nigerian Universities and as may be determined from time to time by the Governing Council of the University.

**Method of Application:**

Interested and qualified candidates should submit ten (10) copies of their applications, curriculum vitae (CV) and photocopies of their credentials. The curriculum vitae should highlight the following:

- ✓ Full Name (Surname First in Capital Letters)
- ✓ Place and Date of Birth
- ✓ Sex
- ✓ Nationality
- ✓ Marital Status
- ✓ Number and Ages of Children
- ✓ Permanent Home Address
- ✓ State of Origin and LGA
- ✓ Email and Telephone numbers
- ✓ 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
- ✓ Other Activities Outside Current Employment
- ✓ Membership of Professional Bodies
- ✓ Extra-Curricular Activities
- ✓ Names and Addresses of 3 referees
- ✓ Any Other Relevant Information.

Candidate should also state in clear terms in not more than 500 words, his/her vision for the University in the next four (4) years with particular reference to management, control and innovations of its Directorate of Consultancy Services.

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 address below.

Applications are to be submitted with an evidence of payment of processing fee of the sum of thirty thousand (₦30,000.00) Naira only into the University Account with details as follows:

- |                          |                            |
|--------------------------|----------------------------|
| ▪ <b>Account Number:</b> | <b>2008746355</b>          |
| ▪ <b>Account Name:</b>   | <b>UMYU IGR Account</b>    |
| ▪ <b>Bank:</b>           | <b>Firstbank Nig. Plc.</b> |

All Applications are to be submitted (not later than six (6) weeks from Monday 23<sup>rd</sup> May, 2022) under confidential cover with envelop marked "Post of Director Consultancy, UMYU" addressed to:

**The Registrar and Secretary to Council**  
2<sup>nd</sup> Floor, Engr. Musa Daji Abdullahi Senate Building, Umaru Musa Yar'adua University, Katsina, P.M.B, 2218, Tafawa Balewa Road  
Katsina State, Nigeria

**NOTE:**

Only shortlisted candidates will be contacted. The University Management reserves the right to extend the closing date if deemed necessary, and/or re-advertise the position should this particular process not yield the desired results.

**This advertisement does not impose any legal obligation on the University to invite, accept or deal in whatsoever manner with any applicant.**

**Signed:**

Muhammad Yusuf Abubakar, MANUPA, FIICA  
Registrar & Secretary to the Council