



# KATSINA STATE INSTITUTE OF TECHNOLOGY & MANAGEMENT

B E Y O N D K N O W - H O W

**P.M.B 2101, Katsina,  
(Office of the Registrar)**

## **VACANCIES FOR THE POSITIONS OF REGISTRAR AND INSTITUTE LIBRARIAN**

### **INTERNAL AND EXTERNAL ADVERTISEMENT**

#### **1.0 INTRODUCTION**

The Katsina State Institute of Technology and Management (KSITM) is a state of the art tertiary Institution established under the Katsina State Law No.8 of 2013 as amended by Law No. 7 of 2015. The Institute offers courses leading to the award of National Innovation Diploma (NID), Higher National Innovation Diploma (HNID), National Diploma (ND) and Higher National Diploma (HND), in Technology, Science, Engineering and Management disciplines. It also offers a wide range of professional and career enhancement programmes, seminars and workshops at advanced certificate levels.

The Institute hereby announces that the positions of the **REGISTRAR** and **INSTITUTE LIBRARIAN** are vacant and as such invites interested and qualified individuals to submit application as stated below:

#### **2.0 THE REGISTRAR**

The Registrar is responsible to the Rector for the day to day administration of the Institute and shall perform such other duties as the Governing Council or, as the case may be, the Rector may from time to time require him/her to do. He/she is one of the Principal Officers of the Institute. He/she heads the Registry Department and is the custodian of Institute documents. He/she is the Secretary to the Council, the Academic Board and any Standing Committee of the Council.

#### **2.1 REQUIREMENTS FOR THE CANDIDATE**

The candidate for the post must possess the following qualifications and qualities:

- [i] Holds a first degree with a minimum of second class lower division or Higher National Diploma [HND] with at least a lower credit in Social Sciences, Education, Arts, Humanities and other related courses from a recognized Institution of Higher Learning;
- [ii] Have a minimum of Fifteen [15] years post qualification cognate experience for first degree and HND holders or Master's degree in relevant discipline with a minimum of twelve [12] years post qualification cognate experience or Doctorate degree [Ph.D.] in relevant discipline with a minimum of ten [10] years post qualification cognate experience, at least ten [10] years of which must have been gained in the Tertiary Institution;
- [iii] Be currently on the rank of Deputy Registrar for a period NOT less than five [5] years in a Tertiary Institution;
- [iv] Proficient in Communication skills;
- [v] Be not more than fifty-five [55] years of age;

- [vi] Demonstrate evidence of strong administrative leadership, initiative and creativity in administration, policy formulation, good human relation and positive managerial attributes;
- [vii] Knowledgeable in the Public Service Rules and Regulations of the Institute system;
- [viii] Provide evidence of membership of professional body/bodies recognized by the Federal Government;
- [ix] A person who is not likely to pursue, racial, gender, political, religious or other sectional interest;
- [x] Morally sound, of impeccable character, proven integrity and free from financial embarrassment; and
- [xi] Physically and mentally fit with evidence from a Government hospital.

### **3.0 INSTITUTE LIBRARIAN**

The Institute Librarian is the Chief Library officer and shall be responsible to the Rector for the administration of the Institute Library and the co-ordination of the library services in the teaching units of the Institute. He/ she is one of the Principal officers of the Institute. In addition to proven experience in library management and leadership, the successful candidate must have a demonstrable passion for academic endeavours and must also be credible.

#### **3.1 REQUIREMENTS FOR THE CANDIDATE**

The candidate for the post must possess the following qualifications and qualities:

- i. Master's Degree from a recognized institution in Library Science or Library and Information Science while possession of doctorate degree [Ph.D.] will be an added advantage;
- ii. Have a minimum of second class lower division degree or a minimum of Lower Credit in Higher National Diploma [HND] in Library Science or Library and Information Science from a recognized institution;
- iii. Minimum of fifteen [15] years cognate experience in tertiary institutions, at least ten [10] years of which must have been gained in a Tertiary Institution;
- iv. Currently on the rank of a Chief Librarian from the Polytechnic or Senior Lecturer from the University;
- v. Demonstrate evidence of strong academic and administrative leadership, initiative and creativity in library policy formulation, good human relation and positive managerial attributes;
- vi. Provide evidence of membership of professional body/ bodies in Library recognized by Federal Government;
- vii. Provide evidence of scholarly publications in reputable journals as well as presentation of invited papers at educational/ library conferences, seminars and workshops;
- viii. Person who is not likely to pursue, racial, gender, political, religious or other sectional interest;
- ix. Morally sound, of impeccable character, proven integrity and free from financial embarrassment;
- x. Physically and mentally fit [with evidence from a Government hospital]; and
- xi. Proficient in Information & Communication Technology;
- xii. Be not more than fifty-five [55] years of age.

#### **4.0 TERMS OF APPOINTMENT**

Successful candidate shall be appointed for a term of four (4) years in the first instance and may be eligible for re-appointment for a second term of four (4) years only.

#### **5.0 SALARY**

The salary for the positions are consolidated and the appointee shall be paid other benefits as may be approved from time to time by the Institute's Governing Council.

## **6.0 METHOD OF APPLICATION FOR THE TWO POSITIONS**

Candidates are required to submit ten (10) copies of their application and Curriculum Vitae, attached with photocopies of their relevant credentials. The Curriculum Vitae should highlight in the order indicated below:

- i. Full Names [Surname first]
- ii. Date and place of birth
- iii. State of Origin and Local Government Area
- iv. Nationality
- v. Marital status
- vi. Number and Ages of Children.
- vii. Current Postal Address including telephone number and email address
- viii. School attended and qualifications obtained with dates
  - ix. Membership of Professional Bodies/Association
  - x. Conferences attended and papers presented with dates.
  - xi. Previous Employer[s] and Post[s] held with dates.
  - xii. Present Employment to include status, duties and any other relevant experience.
- xiii. Statement of own vision for the Institute
- xiv. Other activities outside current employment
- xv. Names and addresses of three [3] Referees

Each applicant should request each of his/her referees to forward confidential reports on the applicant's character, academic and managerial ability in a properly sealed envelope directly to the Rector of the Institute.

## **6.1 ADDITIONAL INFORMATION**

Applicants will be required to produce originals of the certificates and other relevant credentials' if invited for interview, photocopies will not be accepted.

## **7.0 CLOSING DATE**

All applications are to be submitted in a sealed envelope and marked to THE RECTOR Katsina State Institute of Technology and Management within two [2] weeks from the date of this publication as the closing date is Monday 21<sup>st</sup> August, 2023 by 4:00pm

Please, note that late application will not be entertained and only shortlisted candidates will be contacted.

**SIGNED  
MANAGEMENT**