



# KANO UNIVERSITY OF SCIENCE & TECHNOLOGY, WUDIL

P.M.B. 3244, KANO

## (OFFICE OF THE REGISTRAR AND SECRETARY TO COUNCIL)

### ADVERT FOR THE POSITION OF THE REGISTRAR

- 1.0 **Preamble:** - Following the expiration of the tenure of the Registrar of the University on the 12<sup>th</sup> February, 2023 and in accordance with Kano University of Science and Technology (KUST) (Amendment) Law 2017, the Governing Council consequently invites applications from suitably qualified internal and external candidates for the post.
- 2.0 **Position:** - The Registrar is the Chief Administrative Officer of the University and is responsible to the Vice Chancellor for the day to day administrative work of the University. The Registrar shall hold office for a single term of five (5) years only on such terms and condition as may be specified in his letter of appointment.
- 3.0 **Qualification and Requirements:** - Candidate must have a good second class honours degree or its equivalent with eighteen (18) years cognate experience, six (6) years of which must have been spent in a University. Possession of a higher degree or membership of a professional administrative body in the relevant field is an added advantage. In addition, candidate must have spent three (3) years on managerial position. He or She must have proven leadership qualities, proven ability for job planning, programming, high integrity and of good character plus satisfactory confidential report from previous employer.
- 4.0 **Basic Salary:** - Basic salary and benefits remain within the range of the approved emoluments for the post in accordance with the University System and consent of the Council.
- 5.0 **Method of Application:** - Candidates should submit twelve (12) copies of applications, together with twelve copies of their Curriculum Vitae, Credentials and as much supporting documents as will assist the University in the comprehensive assessment of their qualifications, exposure, experience and capabilities and be addressed to:

The Vice Chancellor,  
Kano University of Science and Technology, Wudil  
P.M.B 3244, Kano, Kano State, Nigeria.

Application not received within six (6) weeks of this publication will not be considered i.e. Monday August 22<sup>nd</sup>, 2022. The candidate should not be more than 60 years of age by 12<sup>th</sup> of February, 2023.

Applicants should request their three (3) Referee to forward **CONFIDENTIAL REPORTS** on them within the same deadline and **clearly mark the envelopes of their applications thus:**

**“APPLICATION FOR THE POST OF REGISTRAR**

Signed.

Dr. Aminu Bello Muhammad  
Registrar and Secretary to Council