



# MOUNTAIN TOP UNIVERSITY

Km 12, Lagos Ibadan Expressway, Prayer City, Nigeria

[www.mtu.edu.ng](http://www.mtu.edu.ng)

## VACANCY FOR THE POSITION OF REGISTRAR

Applications are invited from suitably qualified persons for the position of Registrar in the Mountain Top University.

Mountain Top University is a licensed private institution owned by the Mountain of Fire and Miracles Ministries (MFM) and established in March 2015 with a global outlook and commitment to sustainability planning and actions that advance new paths. The University is currently repositioning and rebranding with commitment to academic leadership in the sciences, managements, social sciences and humanities, and to providing a campus learning environment that cultivates innovators, leaders, pioneers, and entrepreneurs in all fields, and for all sectors of the society. The University is envisioned as a dynamic centre of academic excellence, in the liberal tradition for the production of top-rate, morally sound graduates of distinction, who will be globally competitive for outstanding impact on the Nigerian societal and global development and its mission is to provide excellent facilities for the training of men and women in various academic, professional and vocational disciplines in an atmosphere that will enhance the simultaneous development of their spiritual, mental and physical faculties.

### The Position of the Registrar

The Registrar, who is a Principal Officer, is the Chief Administrative Officer of the University responsible to the Vice-Chancellor for the day-to-day administration of the affairs (other than the financial affairs) of the University. The person holding the office of Registrar shall, by virtue of that office, be Secretary to the Council, the Senate, Congregation and Convocation.

### The Candidate, Qualifications and Experience

The person vying for the position of the Registrar shall meet the following criteria:

- Visionary and innovative, with exemplary leadership and good communication skills.
- A good honours degree with a minimum of Second Class Lower Division from a recognized University.
- He/she must have not less than fifteen (15) years post qualification cognate experience in university administration or similar institution.
- He/she must be a member of any professional body such as ANUPA, NIM, CIPM, AUA, CIPR.
- He/she must be digitally compliant, up-to-date in the use of information and communication technology.
- He/she must possess leadership qualities, must be dependable and must be of unassailable integrity. Acquisition of some formal training in the management of higher education as well as the possession of higher degree(s) will be an advantage.
- He/she must be at the level not below Deputy Registrar, must be in excellent physical and mental health, and be between 40 and 60 years of age as of the time of assumption of duty.

### Salary and Condition of Service

Successful candidates shall hold office for a single-term of five years and on such terms and conditions as may be specified in his/her letter of appointment.

Remuneration will be consolidated Salary for University Registrar with NUC approved benefits and allowances as applicable to the Nigeria University System. The University runs an attractive performance-based remuneration package and other benefits/entitlements as approved from time to time by the Governing Council.

## **Method of Application**

Candidates are required to submit twenty (20) copies of their applications, curriculum vitae and other needful credentials along. They are to forward same as attachment in PDF format to [vc@mtu.edu.ng](mailto:vc@mtu.edu.ng). The curriculum vitae should highlight the following:

- i. Full name with surname (first in capital letters)
- ii. Gender
- iii. Place and date of birth
- iv. Marital Status
- v. Number and ages of children
- vi. E-mail and telephone numbers
- vii. Postal address
- viii. Permanent home address
- ix. Nationality
- x. State of origin and LGA
- xi. Schools attended
- xii. Qualifications obtained with dates
- xiii. Work experience
- xiv. Positions held with dates
- xv. List of publications (if any)
- xvi. Membership of professional bodies
- xvii. Names and addresses of 3 referees
- xviii. Extra-curricular activities
- xix. Present position with salary
- xx. Signature and date

The application should include vision and mission statement for the Registry in the next five years, not more than one thousand (1000) words.

Referees should be contacted by each candidate to submit signed electronic copies of their report in PDF format, to the same email address stated above, attesting to the candidate's academic and managerial abilities as well as moral character and uprightness.

## **Closing Date**

Applicants are required to submit twenty (20) copies of their application, curriculum vitae and credentials under confidential cover in a sealed envelope marked 'POST OF THE REGISTRAR' at the right hand corner and be addressed to:

**The Vice-Chancellor,  
Mountain Top University,  
Km 12, Lagos-Ibadan Expressway,  
Prayer City, Nigeria.**

All applications both in hard and electronic copies should be submitted six (6) weeks from the date of this advertisement. Shortlisted candidates will be requested to make themselves available for interaction.

**Professor Elijah A. Ayolabi,**

**Vice-Chancellor**