



# LANDMARK UNIVERSITY

...Breaking New Grounds

P.M.B 1001, Omu-Aran, Kwara State, Nigeria.

Tel: (234) 7011690448

www.lmu.edu.ng

*Office of the Registrar*

## EXTERNAL VACANCIES FOR SENIOR NON-TEACHING STAFF POSITIONS

The establishment of Landmark University represents a major milestone in Nigeria's educational history. Founded by World Mission Agency, which is an arm of the Living Faith Church Worldwide, her quest is to become a leading world class University. As an apex educational institution, it is focused on attaining new frontiers in driving an Agricultural Revolution for Africa in teaching, learning, research, and community service by promoting a lasting culture of excellence towards restoring the dignity of the black race. In pursuit of the goal of building a strong research foundation, Landmark University ranks among the top Universities in Nigeria, and the University's research profile is also steadily rising as measured by Scival, a platform by Elsevier that enables the visualization of research performance and benchmark same relative to other Universities.

### VACANT POSITIONS

#### 1. PROGRAMMERS / SOFTWARE ENGINEERS

##### ➤ Roles and Responsibilities

##### Role Description:

The role is responsible for designing, developing and modifying software and web apps, from layout to final production ready state and according to requirement specifications while also ensuring high performance. The software developer/Engineer day to day activities will include;

- Writing clean, high-quality, high-performance, maintainable code
- Reviewing and supporting existing systems
- Presenting ideas for system improvements, including cost proposals
- Producing detailed specifications and writing the programme codes. Design and implement systems capable of processing millions of requests simultaneously without failing
- Preparation of training manuals for end users in conjunction
- Maintaining the systems once they are up and running
- Ensure systems/ servers are always up, running and backed up
- Provide technical expertise and share knowledge with team as required

##### ➤ Qualifications and Competencies

##### **A** Professional Competencies

- Ability to understand and create project briefs
- Ability to accurately estimate the scope and effort required to deliver complex technical projects. Expertise in Object Oriented Design, Database Design, and XML Schema
- Significant, demonstrated ability to develop and

maintain complex solutions

- Project experience in the following development methodologies: Application design patterns, OOP/object-oriented development approach,
- Use of platform extensions, industry libraries and Industry-related knowledge of browser client development: HTML 5, CSS3, JavaScript, Ajax, jQuery
- Understanding of browser compatibility issues and platform characteristics
- Knowledge of at least one modern PHP Framework
- Ability to multi-task, organize, and prioritize work

##### ➤ Specializations

PHP, Python, Javascript Technologies, HTML5 + CSS, MySQL/MariaDB/MongoDB, Mobile Apps Development.

##### **B** Academic Qualifications

- Possession of relevant tertiary qualifications in any of the following disciplines: Computer Science, Computer Engineering, Electrical and Information Engineering, Information and Communication Engineering, or any ICT-related field. Any additional degree is an added advantage.

##### ➤ Other Requirements

- Team player who can work under limited supervision and capable of self-direction
- Ability to maintain positive working relationships and confidentiality
- Ability to work towards meeting deadlines, prioritize tasks and achieve results promptly.
- Highly organized with excellent attention to

details and demonstrates strong written and verbal communication and interpersonal skills;

- Ability to align wholly with the Vision of the University and abide by her Core Values and ethos as contained in the staff handbook and conditions of service;
- At least 3 years' experience developing softwares and web apps in a wide variety of language.
- Interested applicants must not be more than 35 years old at the time of application.

## 2. DEPUTY REGISTRAR, LANDMARK UNIVERSITY

Reporting to the University Registrar, the Deputy Registrar is an integral member of the leadership team of the Office of the Registrar, leading the implementation of the Registrar's directives, and providing coverage and contingency planning for the Registrar. The position supports effective and efficient organizational design and structures, academically related change initiatives, and the promotion of student academic success.

### ➤ Roles and Responsibilities

More broadly, the Deputy Registrar's duties include but are not limited to the following:

- Providing effective, transparent and clear communication between the Office of the Registrar and the University community;
- Counselling and advising students, faculty, and staff on academic matters, interpreting and implementing policies and regulations of the University Senate and the Boards of Regents, and University Law;
- Ensuring the success of the Staff in Directorates and Units for front-line services, student record, registration, and certification of credentials, enrollment and degree verification, production of official transcripts;
- Ensuring the service delivery and processes are efficient and service oriented, managed to the University's standards of excellence, aligning with best practices and adhering to extant policies and procedures;
- Ensuring procedural and systemic barriers for students and faculty are eliminated or reduced;
- Developing, improving and implementing policies, calendar regulations, procedures that support the Registrar's vision;
- Assisting the Registrar in the development and sustainability of the annual budget;
- Ensuring that the Registrar is represented on external bodies and initiatives, developing positive and effective relationships with external stakeholders;
- Serving as Acting Registrar and Secretary to Senate when required;

### ➤ Qualifications, Competencies and Experience

#### A. Professional Competencies

- Considerable knowledge of national laws and regulations that border on the administration of tertiary institutions in Nigeria.
- Adept in the use of other modern ICT tools for the administration and management of a university system.
- A registered member of any relevant professional body would be an added advantage.

#### B. Academic Qualifications

Possession of relevant tertiary qualifications in any discipline from a recognized University within and outside Nigeria, with a minimum of a Master's Degree.

Any other additional Degree is an added advantage

### ➤ Other Requirements

- Ability to align wholly with the Vision of the University and abide by her Core Values and ethos as contained in the staff handbook and conditions of service.
- A Team player who can work under limited supervision and is capable of self-direction.
- Ability to maintain positive working relationships and confidentiality.
- Ability to deliver tasks and projects within timelines by prioritizing tasks and achieving results beyond expectations.
- Highly organized with excellent attention to details and demonstrates strong written and verbal communication and interpersonal skills.
- Must enjoy good physical health mental health and should not be more than 45 years old at the time of application.

## 3. REGISTRAR, LANDMARK UNIVERSITY

The Registrar of Landmark University is the Chief Administrative Officer of the University and the Chairperson of the Central Administrative Board of the University. The Registrar oversees the day-to-day general administration of the University and is directly responsible to the Vice-Chancellor.

### ➤ Roles and Responsibilities:

- Serves as the Chairperson of the University's Central Administrative Board, whose members comprise the headship of all administrative arms of the University.
- Ensure administrative cooperation and integration of all University academic activities, including course registration, lecture schedules, class attendance management, student welfare,

and examination and result processing.

- Serves as the Secretary to the University Senate.
- Serves as the Chief Administrative Officer of the University, ensuring the provision of efficient administrative support services for the attainment of the academic goals of the University.
- Providing leadership to the Registry department, be the custodian of university rules and regulations, the seal and records of the University, administrative procedures.
- Directs and coordinates administrative functions and implements University policies.

➤ **Qualifications, Competencies and Experience**

**A. Professional Competencies**

- Considerable knowledge of national laws and regulations that border on the administration of tertiary institutions in Nigeria.
- Adept in the use of other modern ICT tools for the administration and management of a university system.
- A registered member of any relevant professional body would be an added advantage.

**B. Academic Qualifications**

Possession of relevant tertiary qualifications in any discipline from a recognized University within and outside Nigeria, with a minimum of a Master's Degree.

Any other additional Degree is an added advantage

**C. Leadership Experience**

Possess a minimum of five (5) years' experience in a senior management position, in addition to at least ten (10) years cognate/relevant post-qualification experience within the tertiary education domain.

➤ **Other Requirements**

- Possess a proven character and build up an impeccable personal and professional reputation during one's career.
- Ability to align wholly with the Vision of the University and abide by her Core Values and ethos as contained in the staff handbook and conditions of service.
- A Team player who can work under limited supervision and is capable of self-direction.
- Ability to maintain positive working relationships and confidentiality.
- Ability to deliver tasks and projects within timelines by prioritizing tasks and achieving results beyond expectations.
- Highly organized with excellent attention to details and demonstrates strong written and

verbal communication and interpersonal skills.

- Must enjoy good physical health mental health and should not be more than 45 years old at the time of application.

➤ **Application Mode**

**Interested candidates are to submit the following:**

- 1. Letter of Application,**
- 2. Curriculum Vitae,**
- 3. A Vision statement that includes proposed innovations that would be brought on board, if appointed**

**Among others, the candidate's Curriculum Vitae should give the following details:**

- **Full name**
- **Place and Date of Birth**
- **Gender and Marital Status**
- **Name and Ages of Children (if any)**
- **Nationality**
- **Religion and Place of Worship**
- **State and LGA of origin**
- **Contact Information including- Permanent Contact Address, Email Address, Phone Number**
- **Educational Background/ Membership of Professional Associations/ Relevant Certifications**
- **Work Experience including details of former and present posts indicating career progression**
- **Other activities outside current employment**
- **Proposed date of availability for duties if appointed**
- **The names and addresses of three referees- Candidates should request their referees to send references on their behalf directly to the Registrar, via the following email address [recruitment@lmu.edu.ng](mailto:recruitment@lmu.edu.ng)**

**Method of Application:**

The submission of the electronic copies (.docx or .pdf) should be sent as an email to [recruitment@lmu.edu.ng](mailto:recruitment@lmu.edu.ng); the subject line should read, e.g. "Application for the Post of Deputy Registrar". The submissions must reach the University not later than 31st of May, 2022. Please note that former applicants need to update their application in line with the above. In addition, visit [vacancy.lmu.edu.ng](http://vacancy.lmu.edu.ng) to complete application form.

**Signed:**

**Oyinloye, Adefunke Fola (MILR, MCIPM, MNIM)**  
**Registrar**