INTERNAL AND 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. CHIEF INTERNAL AUDITOR (CIA)

The Chief Internal Auditor (CIA) oversees the day-to-day administration of the Audit Unit of the Financial Services Directorate of Landmark University. The CIA is responsible for overseeing and managing compliance with regulatory requirements, as well as internal policies and procedure within the University.

- **Roles and Responsibilities**
  - More broadly, the Chief Internal Auditor is responsible for the following:
    - Ensure the smooth operation of the Audit Unit of the Financial Services Directorate in alignment with the vision and departure philosophy of the University.
    - Periodically perform objective assessments of the University’s processes and identifying shortfalls or gaps in processes.
    - Assess the University’s risks and the efficacy of its risk management efforts.
    - Continuously evaluate the auditing and internal control measures of the University and make improvement recommendations from time to time.
    - Coordinate internal auditing activities and plans with external auditors to ensure proper coverage, and timely delivery of audit report.
    - Independently investigate matters related to compliance, such as fraud, misappropriations, or improper conducts and communicate the findings and recommendations to the University management.
    - Monitor and ensure the University’s compliance with relevant financial legislations, law, statues as well as internal policies and procedures.

- **Qualifications, Competencies and Experience**
  - **Professional Competencies**
    - Expert skills in auditing techniques, accounting and management principles
    - Possess in-depth knowledge of corporate finance and accounting principles based on the International Financial Reporting Standards (IFRS), as well as a provable understanding of forensic accounting techniques.
    - Experienced in the use of Accounting Software such as Sage Business Cloud Accounting, Microsoft Dynamic GP, Oracle Financials Cloud etc.
    - Experienced in the use of Enterprise Resource Planning (ERP) software, like Oracle ERP Cloud, Oracle NetSuite ERP, SAP ERP, etc.
    - Experience with the use of Microsoft Excel and/or Microsoft Access for financial data and audit management analysis.
    - Adept in the use of other modern ICT tools for the administration and management of audit activities.
    - Possess of relevant tertiary qualifications in any of the following disciplines: Accounting, Economics, Business Management, or any Finance-related field. Any additional degree is an added advantage.
    - **Other Requirements**
      - Interest candidate must possess a minimum of five (5) years’ experience in a senior management role, in addition to at least five (5) years of experience in a finance department or the financial sector. Experience within the tertiary education domain is an added advantage.
      - Demonstrates a high level of integrity and transparency on matters of financial administration and management, without any prior indictments of financial improprieties
      - 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.
      - Interested applicants must enjoy good physical health, mental health, and must not be more than 45 years old at the time of application.

2. THE DIRECTOR OF THE CENTRE FOR SYSTEMS AND INFORMATION SERVICES (CSIS)

The Director of the Centre for Systems and Information Services (CSIS) oversees the delivery and maintenance of ICT infrastructure, software applications and services that supports and enhances teaching, learning and administrative operations of Landmark University. This role is performed following the ICT components and requirements of the University’s strategic plan. The Director of CSIS is required to think strategically, influence the demand for new and innovative ICT solutions, and coordinates his team towards meeting these demands.

- **Roles and Responsibilities**
  - Ensuring the smooth operation of the ICT department in alignment with the vision and departure philosophy of the University.
  - Define and implement ICT policies, procedures to drive institutional objectives following global best practices, and working closely with other relevant units of the University to identify, recommend, develop, implement, and support cost-effective technology solutions.
  - To keep abreast of the latest technologies that may further enhance teaching, learning and administrative operations and present such recommendations for approval based in line with the ICT strategic plans of the University, subject to budgetary provisions.
  - Manage all third-party contractual relationship and licensing arrangements with vendors and service providers in alignment with extant university policies.
  - Supervise the ICT Services staff and their ongoing schedule of work, establish learning and development programmes, and conduct regular performance reviews with ICT staff.
  - To direct, coordinate and design ICT-related projects and activities, as well as provide leadership to all ICT operations and infrastructure within the University, including:
    - Manage, maintain, support and enhance a reliable and secure computer network including servers, data storage, backup systems, telephony system, Public Address systems, security surveillance systems and internet access and control (with content filtering and spam detection), multi-media teaching devices and equipment.
    - Oversee the management of all University’s databases, websites, Management Information Systems, and Learning Management Systems.
    - Provide ICT services, support and training to all relevant units, departments and programmes of the University including, the Open and Distant Learning Programme.
    - Keep an accurate asset register of ICT assets and peripherals in conjunction with the Financial Services and Audit units.
    - Oversee the operations of all computer laboratories and mediacentres of the University.
    - Establish a security protocol that prevents unauthorized network access, database safety and integrity and website protection, including virus protection, backup solutions and any other applicable ICT threats.

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Experience in a senior management role, in addition to at least five (5) years’ experience in a finance department or the financial sector. Experience within the tertiary education domain is an added advantage.

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More broadly, the Chief Internal Auditor is responsible for the following:

- Ensure the smooth operation of the Audit Unit of the Financial Services Directorate in alignment with the vision and departure philosophy of the University.
- Periodically perform objective assessments of the University’s processes and identifying shortfalls or gaps in processes.
- Assess the University’s risks and the efficacy of its risk management efforts.
- Continuously evaluate the auditing and internal control measures of the University and make improvement recommendations from time to time.
- Coordinate internal auditing activities and plans with external auditors to ensure proper coverage, and timely delivery of audit report.
- Independently investigate matters related to compliance, such as fraud, misappropriations, or improper conducts and communicate the findings and recommendations to the University management.
- Monitor and ensure the University’s compliance with relevant financial legislations, law, statues as well as internal policies and procedures.

- **Qualifications, Competencies and Experience**
  - **Professional Competencies**
    - Expert skills in auditing techniques, accounting and management principles
    - Possess in-depth knowledge of corporate finance and accounting principles based on the International Financial Reporting Standards (IFRS), as well as a provable understanding of forensic accounting techniques.
    - Experienced in the use of Accounting Software such as Sage Business Cloud Accounting, Microsoft Dynamic GP, Oracle Financials Cloud etc.
    - Experienced in the use of Enterprise Resource Planning (ERP) software, like Oracle ERP Cloud, Oracle NetSuite ERP, SAP ERP, etc.
    - Experience with the use of Microsoft Excel and/or Microsoft Access for financial data and audit management analysis.
    - Adept in the use of other modern ICT tools for the administration and management of audit activities.
    - Must be a registered member of any of the following professional bodies:
      - Institute of Chartered Accountants of Nigeria (ICAN)
      - Fellowship of any of the professional accounting bodies above will be an advantage.
    - **B. Academic Qualifications**
      - Possession of relevant tertiary qualifications in any of the following disciplines: Accounting, Economics, Business Management, or any Finance-related field. Any additional degree is an added advantage.
    - **C. Leadership Experience**
      - Interest candidate must possess a minimum of five (5) years’ experience in a senior management role, in addition to at least five (5) years of experience in a finance department or the financial sector. Experience within the tertiary education domain is an added advantage.
      - Demonstrates a high level of integrity and transparency on matters of financial administration and management, without any prior indictments of financial improprieties
      - 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.
      - Interested applicants must enjoy good physical health, mental health, and must not be more than 45 years old at the time of application.

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Manage, maintain, support and enhance a reliable and secure computer network including servers, data storage, backup systems, telephony system, Public Address systems, security surveillance systems and internet access and control (with content filtering and spam detection), multi-media teaching devices and equipment.

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Oversee the management of all University’s databases, websites, Management Information Systems, and Learning Management Systems.

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Provide ICT services, support and training to all relevant units, departments and programmes of the University including, the Open and Distant Learning Programme.

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Keep an accurate asset register of ICT assets and peripherals in conjunction with the Financial Services and Audit units.

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Oversee the operations of all computer laboratories and mediacentres of the University.

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Establish a security protocol that prevents unauthorized network access, database safety and integrity and website protection, including virus protection, backup solutions and any other applicable ICT threats.
The Director of Financial Services (DFS) oversees the day-to-day financial operations of the University, ensuring compliance with relevant legislation and policies. The Director is responsible for the following:

- Ensure the smooth operation of the Financial Services Directorate in alignment with the vision and departure philosophy of the University.
- Subject to the relevant approvals, recommend and implement fiscal policies and procedures to drive institutional objectives in line with the University’s Strategic Plan and other relevant plans and policies.
- Oversee the management of the Finance IT systems of the University.
- Oversee all audit and internal control operations of the University.
- Prepare and provide financial and non-financial information to the University management for decision-making purposes.
- Monitor the financial planning and performance management systems of the University, and providing expert financial reports and risk management analysis to further the University’s educational and research objectives.
- Responsible for directing financial planning, strategy and execution.
- Analyze complex financial data and periodically report on the University’s financial performance and risks.
- Assess, manage, and maximize investments returns and minimize risks.
- Prepare the annual budget for the University, with inputs from relevant units of the University, and monitor the budget performance.
- Monitor and ensure the University’s compliance with relevant financial legislations and policies.

**Qualifications, Competencies and Experience**

**A. Professional Competencies**
- Experience with well-known and wired networking protocols and services such as TCP/IP, DNS, and DHCP, including router configuration, IP address auditing, switching and firewall administration.
- Possess the knowledge of Linux and Microsoft Server systems, including Active Directory and Azure.
- Knowledgeable on Linux, Mac OS and Windows user environments, including deployment and management tools.
- Knowledge of Microsoft Exchange/O365, G-Suite, Hyper-V, Enterprise storage systems and ability to manage a variety of different database systems.
- Experience with data backup and disaster recovery solutions.
- Experience in the development, deployment and management of web based and mobile based information systems.
- Possess an understanding of audio-visual technologies, including wireless projection, smart screens, and video streaming, sound engineering.
- Experience in access control and authentication solutions, including RFID, biometrics, and Single Sign-on modalities.
- Experience with server virtualization, cloud technologies and managing large scale cloud storage.
- Proof of certifications from any of CISCO, Oracle, Microsoft, Red Hat, Juniper, Hewlett Packard, IBM, or any relevant ICT certification body.

**B. Academic Qualifications**
- Possess a relevant tertiary qualification 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.

**C. Leadership Experience**
- Interest candidate must possess a minimum of five (5) years’ experience in a leadership role that involves managing ICT employees. Experience within the education domain is an added advantage.
- 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.
- Interested applicants must not be more than 45 years old at the time of application.

**D. DIRECTOR, PHYSICAL PLANNING AND DEVELOPMENT**

The Director of Physical Planning and Development (DPPD) oversees the day-to-day administration and control of all financial affairs of the University, including, but not limited to, building, expenditures, investments and risks management. This DFS, known in other climes as the University Bursar, is a Principal Officer of the University.

**Roles and Responsibilities**

More broadly, the Director of Financial Services is responsible for the following:

- Ensure the smooth operation of the Financial Services Directorate in alignment with the vision and departure philosophy of the University.
- Subject to the relevant approvals, recommend and implement fiscal policies and procedures to drive institutional objectives in line with the University’s Strategic Plan and other relevant plans and policies.
- Oversee the management of the Finance IT systems of the University.
- Oversee all audit and internal control operations of the University.
- Prepare and provide financial and non-financial information to the University management for decision-making purposes.
- Monitor the financial planning and performance management systems of the University, and providing expert financial reports and risk management analysis to further the University’s strategic objectives.
- Responsible for directing financial planning, strategy and execution.
- Analyze complex financial data and periodically report on the University’s financial performance and risks.
- Assess, manage, and maximize investments returns and minimize risks.
- Prepare the annual budget for the University, with inputs from relevant units of the University, and monitor the budget performance.

**Qualifications, Competencies and Experience**

**A. Professional Competencies**
- Possess in-depth knowledge of corporate finance and accounting principles based on the International Financial Reporting Standards (IFRS), as well as a provable understanding of financial analysis and forecasting.
- Experienced in the use of Accounting Softwares such as Sage Business Cloud: Accounting, Microsoft Dynamic GP, Oracle Financials Cloud etc.
- Experienced in the use of Enterprise Resource Planning (ERP) software, like Oracle ERP Cloud, Oracle NetSuite ERP, SAP ERP etc.
- Experience with the use of Microsoft Excel and/or Microsoft Access for financial data and management analysis.
- Adapt the use of other modern ICT tools for the administration and management of financial activities.
- Must be a registered member of any of the following professional bodies:
  - Institute of Chartered Accountants of Nigeria (ICAN)
  - Association of Chartered Certified Accountants (ACCA)

**B. Academic Qualifications**
- Possession of relevant tertiary qualifications in any of the following disciplines: Accounting, Economics, Business Management, or any Finance-related field. Any additional degree is an added advantage.

**C. Leadership Experience**
- Interest candidate must possess a minimum of five (5) years’ experience in a senior management role, in addition to at least five (5) years of experience in a finance department or the financial sector.
- Experience within the tertiary education domain 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.
  - Interested applicants must enjoy good physical health, mental health, and must 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

Alongside candidates, the Curriculum Vitae should give the following details:

- Full name
- Place and Date of Birth
- Gender and Marital Status
- Name and Age 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@lmun.edu.ng

**METHOD OF APPLICATION**

The submission of the electronic copies (.docx or .pdf) should be sent as an attachment to recruitment@lmun.edu.ng. The subject line should read, e.g. “Application for the Post of Director, Physical Planning and Development”.

The submission should reach the University not later than Thursday 30th July, 2020.

Signed:
Oinyiolo, Adedunke Fola (MCIPM, MNIM)
Registrar