



GENERAL NOTICE 648

EXTENSION OF DATE - INTERNAL ADVERTISEMENT FOR RECRUITMENT INTO SENIOR MEMBER POSITIONS- NON-TEACHING AND LIBRARY

Applications are invited from suitably qualified Senior Staff of the University for appointment into positions in the various Directorates/Offices listed below;

A. Non-Teaching

1. **Office of the Registrar** - Junior Assistant Registrars
2. **Finance Directorate** - Assistant Accountants
3. **Internal Audit Directorate** - Assistant Internal Auditors
4. **Procurement Directorate** - Assistant Procurement Officers
5. **Counselling Department** - Assistant Counsellors
6. **Basic School** - Deputy Heads
7. **I.T. Directorate** - Assistant System Analysts/Programmers
8. **Sports and Recreation Directorate** - Junior Sports Coaches
9. **Works and Physical Development Directorate** - Assistant Architects/
Engineers/Quantity Surveyors/Maintenance officers etc.

B. University Library

1. University Library - Junior Assistant Librarians

GENERAL REQUIREMENTS

Preferred candidates must;

- i. Be confirmed staff with a minimum of **Five (5) years of** continuous satisfactory service at UENR, and must at least be at the rank of Principal Administrative Assistant or its equivalent as of **31st August, 2026;**
- ii. Possess a **relevant Master's degree (Mphil in the case of Library staff) and, for professional staff, at least Level II of the relevant professional qualification.** Staff who currently do not have the required certificates as indicated in point (ii), but are sure to graduate and **present the necessary certificate to the Human Resources Division on or before 15th December, 2026 can also apply.**
- iii. Be dynamic, result-oriented, and creative, with a strong sense of responsibility and initiative;

- iv. Be proficient in the use of basic ICT applications;
- v. Demonstrate excellent writing skills in English and a good understanding of the University's administrative and operational procedures;
- vi. Possess strong organizational, communication, and interpersonal skills;
- vii. Provide evidence of hard work and sound professional conduct.

MODE OF APPLICATION

1. Eligible and interested Senior Staff should complete the attached "Senior Member – Non-Teaching" **or** "Library staff" application form and attach a Curriculum Vitae and certified copies of relevant certificates and documents.
2. The application should be **addressed to the Registrar** and submitted to the Human Resources Division **on or before the close of work on Monday, 31st August, 2026.**
3. With the exception of those awaiting graduation/certificates, all other applicants must present original certificates for verification during the oral interview.

Please note that this communication **updates our earlier correspondence** on the same subject.

Thank you.



HAYFORD ASARE

Deputy Registrar/Head
Human Resources Division

For: Registrar

Date: 6th July, 2026.