



**KOLADAISI UNIVERSITY, IBADAN**  
**KM 18, IBADAN-OYO EXPRESS ROAD, IBADAN**  
[www.koladaisiuniversity.edu.ng](http://www.koladaisiuniversity.edu.ng), [registrar@koladaisiuniversity.edu.ng](mailto:registrar@koladaisiuniversity.edu.ng)

**2025/2026 INTERNAL AND EXTERNAL ADVERTISEMENT FOR NON-TEACHING STAFF VACANCY**

KolaDaisi University, Ibadan, a private University licensed by the Federal Government of Nigeria in November, 2016 is a non-governmental, non-partisan and non-sectarian institution. It is situated at Km 18, along the new Ibadan-Oyo Express Road.

The Vision of the University is “to be a world-class institution for excellence in nurturing graduates to meet the socio-economic needs of a knowledge-driven economy”. Its Mission statement is “to nurture graduates with the competency to help elevate our country to global reckoning”.

The University is established to be a centre of academic excellence committed to the achievement of accelerated development through research and manpower development. It seeks to relate its activities to the cultural, technological, social and economic needs of the people of Nigeria.

As part of its man-power development programme, applications are hereby invited from suitably qualified candidates to fill the following vacancy:

**NON-TEACHING STAFF**

Please note that computer literacy and the possession of NYSC Discharge Certificate/Certificate of Exemption are mandatory where applicable.

**A. REGISTRY**

- i. **Administrative Officer II** ((Advancement and Alumni Relations) KDUNTSS 07): Candidate must possess a good University degree from a recognized University plus NYSC certificate.
- ii. **Confidential Secretary II** (KDUNTSS 06): Candidate must possess five O’/Level Credits in WASSCE/NECO/GCE including English Language plus ND/Degree in Secretarial Studies, Office Management with a minimum of a Lower Credit.

**B. DIRECTORATE OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)**

**Programmer I** (KDUNTSS 08): Candidate who must possess B.Sc./B.Tech./HND in Computer Science or Information Technology and other related discipline plus three (3) years’ experience.

**C. PHYSICAL PLANNING AND WORKS DEPARTMENT**

**Senior Engineer** (KDUNTSS 09): By Appointment of a suitable candidate who must possess degree in a related field with a minimum of Second Class Lower plus six (6) years post qualification cognate experience and membership of relevant professional bodies e.g. NSE; COREN etc.

**CONDITIONS OF SERVICE**

Salary is very attractive and competitive, comparable to what is offered by federal institutions. Other conditions are as contained in the approved Conditions of Service by the Governing Council of KolaDaisi University, Ibadan.

## **METHOD OF APPLICATION**

**Detailed Curriculum Vitae stating the following must be provided:**

- i. Names in Full (Surname first and in capitals)
- ii. Post applying for
- iii. Place and Date of Birth
- iv. Home Address
- v. Present Postal/Contact Addresses (With Phone Number(s) and E-mail Address)
- vi. Nationality at Birth
- vii. State/Local Government Area/Ward
- viii. Marital Status, Number and Ages of Children
- ix. Name, Relationship and Address of Next of Kin
- x. Institutions attended with dates
- xi. Academic and Professional Qualifications with dates (including Awards, Distinctions and Scholarships with dates)
- xii. Membership of Professional Bodies
- xiii. Workshops/Courses attended, with dates
- xiv. Present Employment, Position and Salary
- xv. Extra Curricula Activities
- xvi. Names and Addresses of Three Referees
- xvii. Proposed Date of Availability for Duties, if appointed

Candidates should request their referees to forward reference letters on their behalf directly to: The Registrar, KolaDaisi University, Ibadan, Km 18, Ibadan – Oyo Express Way, PMB 84, UI Post Office, Ibadan.

## **CLOSING DATE**

Ten (10) copies of application, CV and other supporting credentials should be forwarded to:

The Registrar, KolaDaisi University, Km 18 Ibadan – Oyo Express Way, PMB 84, UI Post Office, Ibadan indicating the post for which application is made at the top left corner of the envelope **not later than four (4) weeks from the date of this publication.**

Only the applications of shortlisted candidates will be acknowledged.

**Signed**

**MR. HARUNA OLAWALE ADETU  
REGISTRAR AND SECRETARY TO COUNCIL**