



INTERNAL AND EXTERNAL ADVERTISEMENT FOR THE APPOINTMENT OF VICE-CHANCELLOR AND BURSAR

The post of the Vice-Chancellor and the Bursar, Bells University of Technology, Ota, Nigeria will become vacant by 31st July, 2026. The University's Governing Council hereby invites applications from suitably qualified candidates for the two positions.

THE UNIVERSITY

Bells University of Technology, Ota, is the first Private University of Technology in Nigeria. Licensed by the National Universities Commission (NUC) in July, 2005, the University, otherwise known as BellsTech, commenced academic activities same year and recently celebrated its 20th anniversary and seventeenth convocation ceremonies on 1st November, 2025. This has been possible through the operation of stable academic calendars since inception.

The Vision of the University is "to be a world-renowned University that is committed to the development and transformation of society through environment-friendly technology and other innovations". Its mission is "to discover, disseminate and apply the knowledge of science and engineering for human well-being and the development of society".

The University's philosophy is "to promote the advancement of knowledge and produce graduates with well-balanced education, who are eminent positive contributors to society, and are also capable of self-actualisation and employment generation".

The University is running both undergraduate and postgraduate programmes up to Ph.D level and is operating six colleges namely: Natural and Applied Sciences; Management Sciences; Environmental Sciences; Engineering; Food, Agricultural Science and Technology; and Computing.

All the programmes of the University are fully accredited by the National Universities Commission (NUC) and Professional Bodies. The University also has support services to enhance academic activities.

A. POSITION OF VICE-CHANCELLOR: CANDIDATE PROFILE

The Vice-Chancellor is the Chief Executive Officer and Academic head of the University, the Chairman of the University Senate and a member of the Governing Council. He/She shall be the Chief exponent of the educational mission of the university and his/her office shall serve as the nerve centre of activities in areas of protocol, external relations and coordination of various internal organs. The Vice-Chancellor sees to the day-to-day administration of the University and ensures that the goals of the University are met. He/She is responsible to the Governing Council for the management of the human, financial and material resources of the University.

The Vice-Chancellor shall exercise general superintendence over the University and be responsible to the Governing Council for maintaining and promoting the efficiency and good order of the University. It is the duty of the Vice-Chancellor to see that the provisions of the law, the Statutes, the Ordinances and the Regulations of the University are observed and adhered to, and he/she shall exercise such powers as may be necessary or expedient for that purpose.

CONDITIONS OF SERVICE APPLICABLE TO THE POST

The Vice-Chancellor shall hold the office for a term of five (5) years in the first instance, renewable, based on performance assessment, for a final term of five years and no more, on such terms and conditions as may be specified in the letter of appointment. The remuneration and other conditions of service are as applicable to the post of a Vice-Chancellor in BellsTech and as may be determined by the Board of Trustees/Governing Council of the University, taking due cognisance of the situation in the Nigerian University System.

QUALIFICATION AND EXPERIENCE

The candidate for the post of Vice-Chancellor must:

- Be a distinguished and acclaimed scholar of the rank of a Professor of very high repute with academic qualifications, including possession of a Ph.D and publications that are of both national and international standard;
- Be a Professor within a field of specialization relevant to the academic programmes under the mandate of the University, and must have a minimum of twenty (20) years of academic or cognate experience, at least ten (10) of which must be as a Professor;
- Be not more than sixty (60) years of age by 1st August, 2026 when the position is scheduled to be assumed;
- Possess the ability to provide cutting edge and dynamic academic and administrative leadership for the University;
- Have a good grasp of ICT skills;
- Have a clear vision and a feasible plan for the development of the University, in line with the mission

and vision of the University;

- Possess the ability to attract research funds, gifts and endowments to the University and strengthen national and international linkages;
- Have the wherewithal to ensure harmony in the University community and peaceful co-existence with the host communities;
- Be a person of probity, integrity, courage and competent at all times to advise the University Governing Council on matters affecting the academic programmes, projects, finances and administration of the University; and
- Enjoy excellent physical and mental health.

METHOD OF APPLICATION

- Each application and supporting documents should be made in 15 copies and be accompanied with 15 copies of the candidate's curriculum vitae duly signed and dated.
- The candidate's curriculum vitae must include:
 - Full Name
 - Date of Birth
 - Marital Status
 - Nationality
 - Names of Spouse and Children
 - Educational Institutions Attended
 - Educational and Professional Qualifications with dates
 - Membership of Learned Societies
 - Registration with Professional Bodies
 - Academic and Professional Achievements
 - Research Interests
 - Publications, Portfolios, Patents
 - Work Experience
 - Administrative Experience
 - Attendance at Conferences and other International Exposure
 - National and Community Service, among others.
- Each application should include the full names, addresses, phone numbers and email addresses of three (3) Referees. Each Referee must be contacted by the applicant to forward, directly to the Pro-Chancellor and Chairman of Council, a confidential report on the candidate's character, academic and managerial competences, in a properly sealed envelope marked **Post of Vice-Chancellor: Referee's Report at the top left hand corner** or forwarded to: registrar@bellsuniversity.edu.ng
- Each application must be accompanied by 15 copies of the statement of the candidate's vision for Bells University of Technology in the 21st Century;
- In the case of candidates identified by the Search Committee, the application shall conform to the requirements as contained in I – iv above, and in addition, the candidate shall present a letter of consent duly signed by him/her along with the application.

B. POSITION OF BURSAR: CANDIDATE PROFILE

The Bursar is the Chief Financial Officer of the University and is directly responsible to the Vice-Chancellor for the Management and control of the finances of the University.

He/She shall advise the Vice-Chancellor on finance-related matters, co-ordinate the development and update the University's financial management plans, co-ordinate the preparation of periodic income and expenditure statements, balance sheet, and cash flow estimates and consolidation when necessary.

He/She shall ensure that accurate records are maintained of all assets and liabilities (local and foreign) held by the University. The duties also include monitoring monthly income and expenditure and balance sheet variances against the budgets, and to ensure that they are reconciled, monitoring treasury activities including cash flow projections and forecasts for prudence and accountability and negotiating with financial and government institutions with regard to financial matters.

CONDITIONS OF SERVICE APPLICABLE TO THE POST

The post of the University Bursar is tenure track. The successful candidate shall hold the office for a term of five (5) years in the first instance, renewable, based on performance assessment, for a final term of five years and no more, on such terms and conditions as may be specified in the letter of appointment. The remuneration and other conditions of service are as applicable to the post of a Bursar in BellsTech and as may be determined by the Board of Trustees/Governing Council of the University, taking due cognisance of the situation in the Nigerian University System.

QUALIFICATION AND EXPERIENCE:

The applicants must possess a honours degree in any of

Accounting, Economics, Finance or any related discipline with a minimum of second class lower division from a recognized University.

Possession of a Masters Degree will be an added advantage. In addition, applicant must possess any of the professionally recognized accountancy qualifications of any of the following: ACA, CIMA, CPA, ACCA, ICAN.

Applicant must be ICT compliant and must be conversant with current trends in Financial Reporting –IFRS, IPSAS.

Applicants must have a minimum of 15 years cognate post professional qualification experience in a tertiary institution or relevant organization and must have a minimum of 5 years residency at the level of a Deputy Bursar or its equivalent.

He/She must exhibit a considerable degree of competence, responsiveness, demonstrable integrity and transparency on matters of financial resource management. He/She should be of excellent physical and mental health, with good leadership qualities, focused, innovative and able to key into the vision of the University.

Applicant should not be more than 55 years old on the date of assumption of duty on 1st August, 2026.

METHOD OF APPLICATION:

- Each application should be made in 15 copies and be accompanied by 15 copies of the candidate's curriculum vitae duly signed and dated;
- The curriculum vitae should be presented in the following order:
 - Names in Full (surname first and in capital letter)
 - Post Desired
 - Place of Birth
 - Date of Birth
 - State of Origin
 - Nationality
 - Marital Status/Number and Ages of Children
 - Contact Address with phone number and e-mail address
 - Permanent Address
 - Institutions Attended (with dates)
 - Educational Qualifications (with dates)
 - Professional Qualifications (with dates)
 - Membership of Professional Bodies (with verifiable evidence of current status)
 - Distinctions and Awards (with dates)
 - Statement of Work Experience including full details of former and present posts
 - Major related services to the Nation Outside the University System
 - Important relevant Conference/Workshops/Courses Attended
 - Publications (Thesis, Books/Monographs, Published Articles)
 - Present Employment Status, Salary and Employer
 - Extra-Curricular Activities
 - Names and Addresses of Three Referees.

Each Referee should be contacted by the applicant to forward, directly to the Pro-Chancellor and Chairman of Council, a confidential report on the candidate's character, administrative and managerial abilities in a properly sealed envelope marked **Post of Bursar: Referee's Report at the top left hand corner** or forwarded to: registrar@bellsuniversity.edu.ng

The application must be accompanied by 15 copies of statement of the candidate's proposals for fund generation and financial management of a private university in the twenty first century.

CLOSING DATE FOR ALL APPLICATIONS

Sealed envelope(s) containing the applications should be marked **POST OF VICE-CHANCELLOR OR POST OF BURSAR** and forwarded to the following address not later than six (6) weeks from the date of this publication.

The Pro-Chancellor and Chairman of Council
Bells University of Technology

Km 8, Idiroko Expressway
P.M.B. 1015, Ota, Ogun State, Nigeria.

OR

Submitted to the Office of the Registrar and Secretary to Council of the University.

Candidates are, in addition to the hard copies, required to send the soft copies of their applications and supporting documents to: registrar@bellsuniversity.edu.ng.

PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

Lamidi S. Tafa (Mr.)

Registrar and Secretary to Council