



POLY INTERNATIONAL COLLEGE

THE FEDERAL POLYTECHNIC, ILARO

INTERNAL AND EXTERNAL ADVERTISEMENT FOR THE POSITION OF PRINCIPAL

PREAMBLE:

The Management Board of the Poly International College hereby announces that the position of the **PRINCIPAL** is vacant, hence solicits applications from suitably qualified candidates to fill the position.

BRIEF ON THE COLLEGE

Poly International College, Ilaro was established in 25th September, 2006 and occupies a land area of 16.4 hectares and is located within the Federal Polytechnic, Ilaro. The College is diligently pursuing its vision and philosophy of producing students who are academically sound and skilled in the dynamism of entrepreneurship and the society.

JOB DESCRIPTION AND RESPONSIBILITIES

- i. Successful candidate must share the corporate vision of the College.
- ii. Candidate will be responsible for heading the College
- iii. Shall be the Chief Accounting Officer
- iv. Ensure compliance with rules and regulations
- v. Assist in Formulating, Review and Execution of rules and regulations of the College
- vi. Supervise material and human resources
- vii. Report to the Management Board
- viii. Any other duty that may be assigned by the Management Board

QUALIFICATION AND EXPERIENCE FOR THE POST

- i. Candidate must possess a good University Degree in Education. A Master in Education would be of an added advantage
- ii. Membership of Teachers Registration Council of Nigeria (TRCN)
- iii. Candidate must have at least 15 years cognate working experience of which same as Head of Department.
- iv. Candidates must exhibit evidence of strong administrative leadership.
- v. Candidates should not be more than 50 years.

SALARY

FPISSSS 14 (N2,522,350.50 – 3,346,102.50)

SUBMISSION OF APPLICATION

Invited Candidates must be able to support every claim with documentary evidence(s) (where applicable) and also bring along originals of their credentials to the interview for sighting.

Submit application in sealed envelopes marked "PRINCIPAL" on the top left hand corner of the envelope to reach the office of the Chairman PICMB on or before 1st December, 2020.

NOTE: Only shortlisted candidates will be contacted

METHOD OF APPLICATION

Interested candidates are to submit 10 typewritten copies of their applications with curriculum vitae giving details in the following order:

- i. Full Names
- ii. Date and place of birth
- iii. Gender
- iv. State of Origin
- v. Local Government Area
- vi. Nationality
- vii. Marital status
- viii. Number of Children with Age
- ix. Current Address (Postal, e-mail, Telephone)
- x. Educational Institutions attended with dates
- xi. Academic/Professional qualification obtained with dates
- xii. Previous Employments and Posts held with dates
- xiii. Present Grade Level/Salary
- xiv. A statement of your vision for the College
- xv. Names and Addresses of three (3) Referees who are to forward confidential reports on the applicant directly to the Chairman, PICMB. Such Referees should be able to attest to the candidate's claims of academic and management capabilities as well as character
- xvi. Present Employment and Post.