

**NATIONAL BOARD FOR TECHNICAL EDUCATION, KADUNA
VACANCY FOR THE POST OF EXECUTIVE SECRETARY
INTERNAL AND EXTERNAL ADVERTISEMENT**

1. PREAMBLE

Applications are invited from suitably qualified candidates for the post of Executive Secretary, National Board for Technical Education. The Board is the regulatory agency for technical and vocational education, outside the University sector.

2. RESPONSIBILITIES OF THE BOARD

The NBTE was established by Act 9 of 1977, with the following responsibilities, among others:

- a) To advise the Federal Government on and coordinate all aspects of technical and vocational education falling outside the Universities;
- b) To determine, after consultation with the National Manpower Board, Industrial Training Fund and such other bodies as it considers appropriate, the skilled manpower needs of the country in the industrial, commercial and other relevant fields for the purpose of planning training facilities and in particular to prepare periodic master plans for the balanced and coordinated development of polytechnics.
- c) To inquire into and advise the Federal Government on the financial needs, both recurrent and capital, of Polytechnics and other technical institutions to enable them meet the objectives of producing the trained manpower needs for the country;
- d) To advise on, and take steps to harmonize entry requirements and duration of courses at technical institutions;
- e) To lay down standards of skills to be attained and to continually review such standards as necessitated by technology and national needs.

The National Minimum Standards and Establishment of Institutions Act of 1985 and Amendment Act of 1993 extended the function of the Board to include the establishment and maintenance of minimum standards in Polytechnics and other technical institutions in the Federation, accreditation of academic programmes in all Technical and Vocational Education (TVE) institution for the purpose of award of national certificates and diplomas and other similar awards, and recommendation for the establishment of Private Technical Institutions in Nigeria.

3. DUTIES OF THE EXECUTIVE SECRETARY

The Executive Secretary is the Chief Executive Officer of the Board, as well as the Secretary of the Governing Board, and shall be responsible for the execution of the policy of the Board and the day-to-day running of the affairs of the Board.

4. TERMS OF APPOINTMENT

The appointment is for a term of five (5) years in the first instance and renewable, subject to satisfactory performance, for another term of five (5) years and no more.

5. REMUNERATIONS

The salary is consolidated and the appointee shall enjoy benefits of office as applicable to Government Parastatals and as may be approved from time to time by the Federal Government.

6. QUALITIES AND QUALIFICATIONS

The candidate for the post is expected to possess the following academic, administrative and professional qualifications and personal qualities:

- a) The applicant should demonstrate academic leadership, with a minimum of a Ph.D in disciplines relevant to Polytechnic programmes from a recognized educational institution, plus a minimum of twenty (20) years of cognate experience in teaching, research, industry and administration; at least five of which must have been gained within the tertiary educational sector. These programmes are as follows:
 - Agriculture and Related Technology
 - Art Design and Related Technology
 - Business and Related Studies
 - Engineering Technology
 - Environmental Design Studies
 - Finance and Related Studies
 - Health and Related Technology
 - Hospitality and Related Technology
 - Information Technology Studies
 - Science, Computing and Related Technology
- b) Must provide evidence of membership of a recognized professional institution or registration with a regulatory body in Nigeria and evidence of scholarly publications in reputable journals, as well as presentation of papers at educational conferences, seminars and/or workshops;
- c) Must be a person with initiatives and vision for sustaining the accelerated pace of development of TVE in Nigeria;
- d) Must be a fair-minded and dynamic individual with an unimpeachable character and impeccable reputation;
- e) Must enjoy excellent physical and mental health (with evidence from Government Hospital); and
- f) Must be proficient in Information and Communication Technology (ICT)

7. METHOD OF APPLICATION

Applications should be accompanied with fifteen (15) typewritten copies of candidates' Curriculum Vitae giving the details in the following order:

- a) Full Name with Surname underlined
- b) Date and Place of Birth
- c) State of Origin/Local Government
- d) Marital Status
- e) Number and Ages of Children
- f) Current Postal Address including telephone number and e-mail
- g) Educational Institutions attended with dates
- h) Academic/Professional qualifications obtained with dates
- i) Membership of Professional Institutions and/or Registration with Regulatory Bodies

- j) Academic/Scholarly Publications and/or Technical Report
- k) Previous Employer (s) and Post (s) held with dates
- l) Present Employment including status and salary
- m) A statement (not more than 1,500 words) of his/her own vision for the Board in the 21st century
- n) Other activities outside current employment, such as community services and entrepreneurial initiatives
- o) Names and addresses of three (3) Referees, one of whom shall be the employer, who are to forward confidential reports on them directly to the Board.

Applicant must be ready to support every claim with documentary evidence (where applicable) and bring the originals of all their credentials if invited for interview.

Applications are to be submitted in a sealed envelope and marked "**POST OF EXECUTIVE SECRETARY**" on the top left hand corner, addressed to:

The Acting Secretary to the Board
National Board for Technical Education
Plot B, Bida Road
P.M.B. 2239
Kaduna.

And to reach him **not later than six weeks from the date of the advert.**

The Board reserves the right to extend the closing date if deemed necessary, and/or re-advertise the position should this particular process not yield the desired result.

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Arc. Tpl. Ade Ojo Aimola
Ag. Secretary to the Board