



**NB**

- Candidates should attach relevant credentials as well as their CV and submit the document **within five** consecutive working days from the date of this announcement.
- A letter of two semester's evaluation from the respective department. If applicant came back from study leave, s/he can submit the most recent performance evaluation result before s/he left for the study.
- A letter from the research and publication office ensuring that articles published on reputable journals are submitted to the same
- HDP certificate (if any)
- Community service certificate (if any)
- A training certificate in leadership and management
- A certificate/letter of work experience in managerial position at higher learning institution
- A strategic plan (maximum of 5 pages), outlining how to achieve the institution's mission and vision.
- An applicant cannot request document that was not submitted before the application period
- Female applicants are highly encouraged to apply for the position

**Place of application**

- Office of Vice President For Academic Affairs

