



UNIVERSITY OF ABUJA

OFFICE OF THE VICE CHANCELLOR

CENTRE FOR SIWES AND STUDENT EMPLOYMENT (CSSE)

STUDENT EMPLOYMENT SCHEME (SES)- INTERNAL ADVERTISEMENT

CALL FOR APPLICATIONS

This is to inform the University Community that the Vice Chancellor at his first visit to the SIWES Unit on the Tuesday 2nd July, 2019 approved that the SIWES Unit be renamed **Centre for SIWES and Student Employment** to manage the Student Employment Scheme (SES) in addition to the administration of the SIWES programme.

Having collated requests from Units/ Departments, the SES Board is inviting interested and eligible students to submit applications for work placement into various positions across Units/ Departments/Faculties in the University.

PROSPECTIVE APPLICANTS:

Interested applicants must meet the following eligibility criteria itemized below in addition to specific requirements by Units/ Departments/ Faculties, where work placements are available:

Eligibility Criteria

- i. Students must have a minimum Cumulative Grade Point Average (CGPA) of 3.50 with no outstanding or carry over courses.
- ii. First year students are not eligible, but would become eligible only after the second semester of their first year when their cumulative grade points are known.
- iii. Students must be of good behaviour and character.
- iv. Generally, interested students must in addition to a minimum CGPA of 3.50 possess the following attributes as added advantage:
 - Have good command of English both spoken and written.
 - Strong analytical and problem solving skills
 - Must be innovative and computer literate
 - Must possess IT skills relevant to positions being sought.
 - Be able to handle social media.
 - Can help build online brands where necessary and applicable.
 - Good communication skills.
 - Good customer service relationship.
 - Should show ability to be calm in complex situations.
 - Show leadership skills in managing multiple teams.
 - Possess a team spirit
 - Be emotionally and physically strong
 - Be able to prioritize tasks to give timely deliverable services.

AVAILABLE WORK PLACEMENT OPPORTUNITIES:

Interested students must read the eligibility criteria and the Table below before making their applications. Note that candidates must in addition to the eligibility criteria above meet specific requirements for any of the position being sought as outlined in Table 1.

Table 1: Available positions in various Units/ Departments/ Faculties.

S/N	Department/ Unit	Faculty	Position/ Job title	Job Specification	Requirements	Location
1	Microbiology	Science	Laboratory Assistants	Sorting reagents , arrangement of laboratory wares and equipment & assisting technical staff during practical sessions	Students of the Department of Microbiology who have met the eligibility criteria	Microbiology Laboratory, Main Campus
2	Statistics	Science	i. Laboratory Assistants	To assist Technical Staff in the Statistical software laboratory	Students of the Department of Statistics who have met the eligibility criteria	Statistics Lab, Main Campus
3		Science	ii. Secretariat Assistants	Assist with filing & other Secretariat duties	Students who have met the eligibility criteria	Statistics Department, Main Campus
4	Biological Sciences	Science	i. Laboratory/ Technical Assistants	Sorting reagents , arrangement of laboratory wares and equipment & assisting technical staff during practical sessions	Students of the Department of Biological Sciences who have met the eligibility criteria	Biology & Botany Labs, Main Campus
5		Science	ii. Experimental Garden Assistants	Technical assistance in the Zoological/ Botanical garden	Students of the Department of Biological Sciences who have met the eligibility criteria	Biological garden, Main campus
6	Physics	Science	i. Cleaners	Cleaning of Offices, classrooms & Labs	Students who have met the eligibility criteria	Physics Department, Main Campus
7			ii. Clerical & Library Assistants	Assist with filing, library maintenance & shelving & other Secretariat duties	Students who have met the eligibility criteria	Physics Department, Main Campus

8			ii. Research Assistants	Assist with research in the laboratories	Students of the Department of Physics who have met the eligibility criteria	Physics Department, Main Campus
9	School of Remedial & Basic Studies		Tutorial Assistants	Assist Lecturers with tutorials for 5 remedial Science subjects	Students of the Faculty of Science (Biology, Maths, Physics, Chemistry) & Arts (English) who have met the eligibility criteria	Remedial Unit
10	Veterinary Teaching Hospital	Veterinary Medicine	i. Animal Nurse	Observation/ sanitation and hospitalization	Students who have met the eligibility criteria	VTH
11			ii. Secretariat Assistants	Computer operator & secretariat duties	Students who have met the eligibility criteria	VTH
12	Veterinary Physiology	Veterinary Medicine	i. Cleaners	Cleaning of Offices, classrooms & Labs	Students who have met the eligibility criteria	Department of Veterinary Physiology, Main Campus
13			ii. Laboratory Attendant	Sorting reagents , arrangement of laboratory wares and equipment & assisting technical staff during practical sessions	Students who have met the eligibility criteria	Department of Veterinary Physiology, Main Campus
14	Veterinary Public Health & Preventive Medicine	Veterinary Medicine	i. Laboratory Attendant (Virology)	Sorting reagents , arrangement of laboratory wares and equipment & assisting technical staff during practical sessions	Students of the Faculty of Veterinary Medicine who have met the eligibility criteria	Department of Public Health & Preventive Medicine
15			ii. Laboratory Attendant (Bacteriology)	Sorting reagents , arrangement of laboratory wares and equipment & assisting technical staff during practical sessions	Students of the Faculty of Veterinary Medicine who have met the eligibility criteria	Department of Public Health & Preventive Medicine
16			iii. Laboratory Attendant (Sorting reagents , arrangement of laboratory wares and equipment &	Students of the Faculty of Veterinary Medicine who have met the eligibility criteria	Department of Public Health & Preventive Medicine

			Parasitic Zoonosis)	assisting technical staff during practical sessions		
17			iv. Office Attendant	Assist with clerical duties	Students who have met the eligibility criteria	Department of Public Health & Preventive Medicine
18	Veterinary Biochemistry	Veterinary Medicine	i. Cleaners	Cleaning of Offices, classrooms & Labs	Students who have met the eligibility criteria	Department of Veterinary Biochemistry, Main Campus
19			ii. Laboratory Attendant	Sorting reagents , arrangement of laboratory wares and equipment & assisting technical staff during practical sessions	Students who have met the eligibility criteria	Department of Veterinary Biochemistry, Main Campus
20	Veterinary Surgery	Veterinary Medicine	i. Animal Caretakers	Care of hospitalized animals	Students of the Faculty of Veterinary Medicine who have met the eligibility criteria	Veterinary Theatre, Main Campus
21			ii. Surgery Theatre Attendants	Care of the Surgery theatre	Students who have met the eligibility criteria	Veterinary Theatre, Main Campus
22			iii. Secretary/office Assistants	Assist with filing & other Secretariat duties	Students who have met the eligibility criteria	Departmental Office, Main Campus
23	Veterinary Pharmacology	Veterinary Medicine	i. Cleaners	Cleaning of Offices, classrooms & Labs	Students who have met the eligibility criteria	Department of Veterinary Pharmacology, Main Campus
24			ii. Laboratory Attendant	Sorting reagents , arrangement of laboratory wares and equipment & assisting technical staff during practical sessions	Students who have met the eligibility criteria	Department of Veterinary Pharmacology, Main Campus
25	Veterinary Toxicology	Veterinary Medicine	i. Cleaners	Cleaning of Offices, classrooms & Labs	Students who have met the eligibility criteria	Department of Veterinary Toxicology, Main Campus

26			ii. Laboratory Attendant	Sorting reagents , arrangement of laboratory wares and equipment & assisting technical staff during practical sessions	Students who have met the eligibility criteria	Department of Veterinary Toxicology, Main Campus
27	Avian Medicine (Poultry Unit)	Veterinary Medicine	i. PM Room Attendant/ Health Assistant	Care & Maintenance of clinic/ post mortem room & instrumentation	Students of the Faculty of Veterinary Medicine who have met the eligibility criteria	VTH, main campus
28	Small Animal Medicine Unit		Animal Attendant/As sistants	Care & maintenance of clinic & feeding of animals on admission	Students who have met the eligibility criteria	VTH, main campus
29	Large Animal Medicine Unit		Animal Attendant/As sistants	Care & maintenance of clinic & feeding of animals on admission	Students who have met the eligibility criteria	VTH, main campus
30	HOD'S Office		Office Attendants/ Assistants	Care & maintenance of office/ Secretariat assistance	Students who have met the eligibility criteria	Department of Vet. Med./ VTH, FVM, Main Campus
31	Veterinary Pathology	Veterinary Medicine	Research Assistants	Tissue & Blood sample collection & processing	Students of the Faculty of Veterinary Medicine who have met the eligibility criteria	Department of Veterinary Pathology
32	Dean's Office	Veterinary Medicine	i. Office Cleaners	Cleaning & other help in the Faculty	Students who have met the eligibility criteria	Dean's Office
33			ii. Clerical Assistants	Filing & clerical work, despatch of documents	Students who have met the eligibility criteria	Dean's Office
34			iii, Gardener	Cutting grasses around the Faculty	Students who have met the eligibility criteria	Dean's Office
35			iv. Veterinary Clinic Assistant	Any work assigned	Students who have met the eligibility criteria	Veterinary Clinic
36	Veterinary Parasitology & Entomology	Veterinary Medicine	i. Laboratory Attendants	Cleaning of laboratory	Students who have met the eligibility criteria	Veterinary Parasitology & Entomology

37			ii. Cleaner	Office cleaning	Students who have met the eligibility criteria	Veterinary Parasitology & Entomology
38			iii. Janitors		Students who have met the eligibility criteria	Veterinary Parasitology & Entomology
39	Veterinary Microbiology	Veterinary Medicine	i. Laboratory Attendants	Cleaning of laboratory	Students who have met the eligibility criteria	Veterinary Microbiology
40			ii. Cleaner	Office cleaning	Students who have met the eligibility criteria	Veterinary Microbiology
41			iii. Janitors		Students who have met the eligibility criteria	Veterinary Microbiology
42	Veterinary Anatomy	Veterinary Medicine	i. Laboratory Attendants	Cleaning of laboratory	Students who have met the eligibility criteria	Veterinary Microbiology
43			ii. Cleaner	Office cleaning	Students who have met the eligibility criteria	Veterinary Microbiology
44	Teaching & Research Farm	Agriculture	i. Greenhouse Attendant	Crop establishment & maintenance	Students of the Faculty of Agriculture who have met the eligibility criteria	University Farm, Main Campus
45			ii. Screen House Attendants	Crop establishment & maintenance	Students of the Faculty of Agriculture who have met the eligibility criteria	University Farm, Main Campus
46	Horticulture		iii. Horticulture Assistants	Crop establishment & maintenance	Students of the Faculty of Agriculture who have met the eligibility criteria	University Farm, Main Campus
47			iv. Maize Farm Attendants	Crop establishment & maintenance	Students who have met the eligibility criteria	University Farm, Main Campus
48			v. Cassava Farm Attendants	Crop establishment & maintenance	Students who have met the eligibility criteria	University Farm, Main Campus

49			v. Vegetable Farm Assistants	Crop establishment & maintenance	Students who have met the eligibility criteria	University Farm, Main Campus
50			vi.. Orchard Attendants	Crop establishment & maintenance	Students who have met the eligibility criteria	University Farm, Main Campus
51			vii. Honey bees Attendants	Establishment & maintenance	Students of the Faculty of Agriculture who have met the eligibility criteria	University Farm, Main Campus
52			viii. Fish Farm Attendants	Establishment & maintenance	Students who have met the eligibility criteria	University Farm, Main Campus
53			ix. Pig Farm Assistant	Establishment & maintenance	Students of the Faculty of Agriculture who have met the eligibility criteria	University Farm, Main Campus
54			x. Poultry Attendants	Establishment & maintenance	Students who have met the eligibility criteria	University Farm, Main Campus
55			xi. Cattle, goat & sheep Attendants	Establishment & maintenance	Students who have met the eligibility criteria	University Farm, Main Campus
56			xii. Pasture Establishment Attendants	Establishment & maintenance	Students who have met the eligibility criteria	University Farm, Main Campus
57			Premises Attendants	Maintenance	Students who have met the eligibility criteria	University Farm, Main Campus
58			Faculty Premises Attendants	Maintenance	Students who have met the eligibility criteria	Faculty of Agriculture, Main Campus
59	Agricultural Economics	Agriculture	i. Laboratory Assistants	Assist with laboratory Technologists	Students of the Faculty of Agriculture who have met the eligibility criteria	Department of Agricultural Economics
60			ii. Data Entry Assistants	Data entry & other secretariat duties	Students who have met the eligibility criteria	Department of Agricultural Economics

61			iii. Field Research Assistants	Assist with field work	Students of the Faculty of Agriculture who have met the eligibility criteria	Department of Agricultural Economics
62			iv. Messengers	Assist with routine office tasks	Students who have met the eligibility criteria	Department of Agricultural Economics
63	Department of Crop Science		i. Laboratory Assistants	Assist with laboratory Technologists	Students of the Faculty of Agriculture who have met the eligibility criteria	Department of Crop Science
64			ii. Data Entry Assistants	Data entry & other secretariat duties	Students who have met the eligibility criteria	Department of Crop Science
65			iii. Field Research Assistants/ Crop Processing Unit Attendants	Assist with field work	Students of the Faculty of Agriculture who have met the eligibility criteria	Department of Crop Science
66	Crop Protection	Agriculture	i. Mushroom farm Attendants	Establishment & maintenance of mushroom farm	Students who have met the eligibility criteria	Department of Crop protection
67			ii. Laboratory Assistants	Assist with laboratory Technologists	Students of the Faculty of Agriculture who have met the eligibility criteria	Department of Crop protection
68			iii. Data Entry Assistants	Data entry & other secretariat duties	Students who have met the eligibility criteria	Department of Crop protection
69	Soil Science	Agriculture	i. Laboratory Assistants	Assist with laboratory Technologists	Students of the Faculty of Agriculture who have met the eligibility criteria	Department of Soil Science
70			ii. Data Entry Assistants	Data entry & other secretariat duties	Students who have met the eligibility criteria	Department of Soil Science

71			iii. Field Research Assistants	Assist with field work	Students of the Faculty of Agriculture who have met the eligibility criteria	Department of Soil Science
72	University Farm Unit	Agriculture	i. Field workers	Establishment, maintenance of farm & record keeping	Students who have met the eligibility criteria	University Farm, Main Campus
73	Animal Science	Agriculture	i. Laboratory Assistants	Assist with laboratory Technologists	Students of the Faculty of Agriculture who have met the eligibility criteria	Department of Animal Science
74			ii. Data Entry Assistants	Data entry & other secretariat duties	Students who have met the eligibility criteria	Department of Animal Science
75			iii. Livestock Assistants	Maintenance of livestock	Students who have met the eligibility criteria	Department of Animal Science
76	Agricultural Extension & Rural Sociology	Agriculture	i. Laboratory Assistants	Assist with laboratory Technologists	Students of the Faculty of Agriculture who have met the eligibility criteria	
77			ii. Data Entry Assistants	Data entry & other secretariat duties	Students who have met the eligibility criteria	
78			iii. Field Assistants	Maintenance of livestock	Students who have met the eligibility criteria	
79	CSSE		Programme Liaison Assistants	Assist with planning and running of the Centre	Students who have met the eligibility criteria	
80	Public Administration		ii. Office Assistants	Data entry & other secretariat duties	Students who have met the eligibility criteria	

81	Centre for Entrepreneurship Studies		i. Programme Assistants	Assist with planning & running events & programmes	Must be Computer literate	Centre for Entrepreneurship, Main Campus
82			ii. Fashion Workshop Assistant	Assist in running the Fashion workshop	Experience in sewing & fashion design	Centre for Entrepreneurship, Main Campus
83	SERVICOM		i. Desk Assistants	Data collection, entry & analysis	Students who have met the eligibility criteria	SERVICOM office, Main Campus
84			ii. Secretariat Assistants	Responsible for secretariat duties	Students who have met the eligibility criteria	SERVICOM office, Main Campus
85			iii. Office Assistant	Assist with routine office tasks & despatch	Students who have met the eligibility criteria	SERVICOM office, Main Campus
86	Safety Unit		Intelligent Operatives	For intelligent services	Students who have met the eligibility criteria	Safety Unit
87	Bursary		i. Expenditure Control Assistant		Must be computer literate & should be able to use excel , preferably from the Department of Accounting	Expenditure Control
88			ii. Secretariat Assistant	Filing & of documents	Students who have met the eligibility criteria	Account Payable
89			iii. Pay Rolling Assistant	Assist with preparation of payroll	Must be computer literate & should be able to use excel , preferably from the Department of Accounting	Payroll Unit
90			iv. Account Assistant	Assist with raising of vouchers, , filling,	Must be computer literate & should be	Loans & Advances

				updating of ledgers and raising payment vouchers	able to use excel , preferably from the Department of Accounting	
91			v. Clerical Assistant	Assist with filling & other clerical duties	Students who have met the eligibility criteria	Deputy Bursar's Office
92			vi. Account Assistant	Assist with filling & other clerical duties	Must be computer literate & should be able to use excel properly , preferably from the Department of Accounting	Final Accounts
93			vii. Clerical Assistant	Assist with filling & other clerical duties	Students who have met the eligibility criteria	Cash Office
94	Sultan Maccido Institute for Peace, Leadership & Development Studies		Clerical Assistant	Assist with filling & other clerical duties	Students who have met the eligibility criteria and must be computer literate	Main Campus
95	Samuel Osigbovo Ogbemudia Library		i. Library Assistants	Scanning, digitizing & populating the Library Management Systems	Students who have met the eligibility criteria and must be computer literate	SOO Library, Main Campus
96			ii. Shelving Assistants	Maintenance of book shelves, Indexing of newspaper, online referencing, writing cataloguing cards	Library Studies Students who have met the eligibility criteria	Library, Mini Campus
97			iii. Assistant Porters	Maintenance of book shelves, Indexing of newspaper, online referencing, writing cataloguing cards	Students who have met the eligibility criteria	SOO Library Main Campus

98	Medical Record	Medical Centre	i. Human Resource Assistants	Registration and documentation of patients, filling and retrieval of patients' data and folders, compilation of medical health records.	Students of Statistics and Economics who have met the eligibility criteria	Medical Centre, Mini & Main Campus
	Medical Laboratory	Medical Centre	ii. Medical Laboratory Assistants	Assist medical laboratory Scientists and Technicians	Students of Microbiology and Biological Sciences who have met the eligibility criteria	Medical Centre, Mini & Main Campus
	Environmental Health	Medical Centre	ii. Environmental Health Assistants	Assist Environmental Health Officers to supervise and enforce environmental hygiene in the University	Students of Environmental Education and Geography and Environmental Management Who have met the eligibility criteria	Medical Centre, Mini & Main Campus
99	Development Office		i. Administrative Assistants	Assist with administrative tasks e.g. recording keeping	Students who have met the eligibility criteria	Development Office, Main Campus
			ii. Office Assistants	Assist with recording and dissemination of information / despatch	Students who have met the eligibility criteria	Development Office, Main Campus
			iii. Cleaner/ Caretaker	Cleaning of offices and equipment	Students who have met the eligibility criteria	Development Office, Main Campus
100	Information Technology and Management Services	IMTS	i. Faculty Liaison Assistants	To assist staff in each of the eleven Faculties with IT related matters	Students must possess information technology skills- use of internet search engines.	Faculties in the main and mini campus
			ii. Portal Help Desk Assistants	To assist with IT related matters	Knowledge of PC Operations, windows, MS office, browsers, programming	ITMS, Mini and Main Campus
			ii. IT Research Assistants	To assist with IT related matters	Very sound grasp of IT and computer Science- use of	ITMS, Main Campus

					internet search engines familiar with scientific database and data analysis	
			iv. Teaching Assistants	Assist in the training programmes for staff	Knowledge of PC operations, data analysis, windows, MS Office, browsers	ITMS, Main Campus
101	Arts		Cleaners/ Caretakers	Cleaning of offices & Faculty environment	Students who have met the eligibility criteria	Faculty of Arts, Main Campus

MODE OF APPLICATION:

Candidates must submit applications stating the position they are applying for, matriculation number, Department/Faculty, Curriculum Vitae (CV) with two referees, one of which must be the Head of Department of that candidate, scanned copies of their most recent semester results and any other relevant credentials.

Addressed to:

The Director, Centre for SIWES and Student Employment
University of Abuja,
Main Campus,
Airport Road,
Abuja, FCT

Hard copies of applications and supporting documents can be submitted to the Centre, Ground Floor, Senate Building or could be sent as **email attachments** to dcsse@uniabuja.edu.ng

Applicants are advised to use their University of Abuja email addresses e.g. goke.adura2016@uniabuja.edu.ng not yahoo nor Gmail

CLOSING DATE:

Applications closes **9^h August, 2019**. No application will be received after this deadline

THIS ADVERT IS STRICTLY FOR ELIGIBLE STUDENTS OF UNIVERSITY OF ABUJA.

Best wishes!

Dr Grace Oyiza Anibasa

Director, Centre for SIWES & Student Employment
Executive Secretary SESB

