



# NATIONAL POSTGRADUATE MEDICAL COLLEGE OF NIGERIA

Km 26, Lagos-Badagry Express-Way

P.M.B. 2003, Ijanikin, Lagos.

Website: [www.npmcn.edu.ng](http://www.npmcn.edu.ng)

E-mail: [registrar@npmcn.edu.ng](mailto:registrar@npmcn.edu.ng); [enquiry@npmcn.edu.ng](mailto:enquiry@npmcn.edu.ng)



17<sup>th</sup> April, 2013

## VACANCY

### INTERNAL AND EXTERNAL ADVERTISEMENT

The National Postgraduate Medical College of Nigeria (NPMCN), a parastatal of the Federal Ministry of Health wishes to employ the following categories of staff.

- (i) Secretarial Assistant - Two (2) positions - SALARY LEVEL - CONHESS 3:1
- (ii) Clerical Officer (Accounts) - Two (2) positions - SALARY LEVEL - CONHESS 3:1
- (iii) Clerical Officer (General Duty) - One (1) Position - SALARY LEVEL - CONHESS 3:1
- (iv) Office Assistant - Two (2) positions - CONTRACT APPOINTMENT

### QUALIFICATION:

For (i) above, applicants should possess good skills in Type writing at 25 words per minute

For (ii) above, applicants should possess Senior Secondary School Certificate/West Africa School Certificate or General Certificate of Education (O/L) with four Credits obtained at one sitting or five (5) credits at two sittings including Accounts or Book – keeping or Commerce and English Language.

For (iii) above, applicants should possess SSCE/WASC or GCE (O/L) with four credits obtained at one sitting or five (5) credits at two sittings including English Language.

For (iv) above, candidates should possess First School Leaving Certificate and be able – bodied.

### SALARY:

Secretarial Assistant	-	CONHESS 03
Clerical Officer (Accounts/General Duty)	-	CONHESS 03
Office Assistant	-	CONTRACT APPOINTMENT

### TYPE OF APPOINTMENT:

Pensionable

### EXPERIENCE:

Candidates for Secretarial position and Clerical Officer (Accounts) are expected to have good skill in Typewriting /knowledge of Accounts related subjects.

**METHOD OF APPLICATION:**

Interested candidates are required to forward their applications, accompanied with a copy of their up-to-date curriculum vitae to include among others;

- (i) Educational/Professional qualifications with date,
- (ii) Relevant job experience,
- (iii) Photocopies of relevant credentials,
- (iv) Contact address with telephone numbers and e-mails.

Applications should also include Names and Addresses of two (2) referees, who should be requested to forward their reports directly to the College Registrar.

Closing Date: Four (4) weeks from the date of this advertisement.

Application should be addressed to:

The Registrar  
National Postgraduate Medical College of Nigeria  
Km. 26, Lagos – Badagry Expressway  
P. M. B. 2003  
Ijanikin, Lagos

**Signed:**  
**Dr. S. S. Sule, FMCPH**  
Ag. College Registrar