



# Phoenix University Agwada

## VACANCY ANNOUNCEMENT

Applications are hereby invited from suitably qualified candidates for the following key positions in Phoenix University Agwada, Nasarawa State:

- Bursar
- Business Development Officer
- Chief Security Officer
- Communications Officer

### About Us

Phoenix University Agwada is a fledgling and forward-looking private university located in Nasarawa State. The University offers courses in Agriculture, Basic Sciences, Social and Management Sciences and computing with a niche in Emerging Technology, particularly Artificial Intelligence and Robotics. We pride ourselves as an institution that promotes a culture of innovation to provide our students with a balanced educational experience and empower them to become global change agents for sustainable development.

### 1. BURSAR

#### The Position

The Bursar is the Chief Financial Officer of the University and reports to the Vice Chancellor on the day-to-day administration and control of the financial affairs of the University. By virtue of this position, the Bursar is to co-ordinate the development and upgrading of the strategic plans of the University as well as the development and update of the financial, income and expenditure system of the University. The holder of the office shall also ensure that accurate records are maintained of all assets and liabilities held by the University.

The Bursar shall hold office for a term of five years beginning from the effective date of the appointment and on terms and conditions as approved by Phoenix University Governing Council.

#### Qualifications

Candidate for this post must:

- Possess a good honours degree in accounting from a recognised institution, possession of higher degree(s) is an added advantage;
- Be a qualified member of a professional accountancy body such as anan or ican;
- Have a minimum of fifteen (15) years cognate experience, ten years of which must be unbroken service in the university system;
- Have attained the rank of a deputy bursar or its equivalent in a university; and
- Be computer literate with a working knowledge of relevant accounting packages

### 2. BUSINESS DEVELOPMENT OFFICER

#### Key Responsibilities

We are seeking an energetic, creative, results-driven and competitive **Business Development Manager** that will positively contribute in driving our growth strategy and expanding our clientele base. The candidate shall be required to undertake the following responsibilities:

- Develop and implement strategies for scaling up student enrolment and retention;
- Lead in the repositioning of existing business franchises, identify new business opportunities and develop strategies to drive growth;
- Identify and leverage opportunities for consultancy services;
- Grow and achieve revenue targets on a quarterly basis;
- Build and sustain strong relationships with clients, partners, and stakeholders;
- Conduct market research to stay ahead of industry trends and competitor activities;
- Prepare and deliver compelling business proposals and presentations;
- Collaborate with internal teams to ensure seamless execution of projects; and
- Track performance metrics and provide regular reports to management.

#### Requirements

Prospective applicants must be strategic thinkers with a passion for business development within academic circles. Additional requirements include:

- Bachelor's degree or HND in Business Administration, Marketing, or related field;
- Minimum of 5 years' experience in business development, sales, or client relationship management;
- Previous working experience in a Business Development Manager role preferably within the academia;
- Strong communication, negotiation, and interpersonal skills;
- Ability to work independently and as part of a team;
- Proficiency in ICT tools including Microsoft Office Suite and social media; and
- Self-motivated with a results-oriented mindset.

### 3. CHIEF SECURITY OFFICER

The role of the Chief Security Officer requires an experienced, knowledgeable, highly motivated and dedicated individual with strong decision-making skills who will provide a proactive leadership in the security operations of our institution.

#### Key Responsibilities

- Oversee, manage and effectively coordinate all security matters, including the security architecture of the University;
- Coordinate, oversee and manage security personnel of the University as well as their deployments and operational performance;
- Conduct risk assessments and implement measures to mitigate potential threats;
- Work in close collaboration with other University units and stakeholders to develop and implement security policies, protocols, and procedures for the safety of lives and assets;
- Respond to security incidents, investigate breaches, and implement corrective measures;
- Collaborate with security and law enforcement agencies, regulatory bodies, and

external stakeholders to ensure compliance with safety and security standards and to institute an early response network;

- Ensure the proper functioning and maintenance of available security assets and systems;
- Prepare and present regular reports on security operations, incidents, and risk assessments to the Vice Chancellor.

#### Requirements

- An ex-serviceman not below the rank of an Army Captain or its equivalent in other services, preferably with a proven experience in handling security within a large organisation or educational institution;
- A good honours degree or Higher National Diploma (HND) in the Humanities, Social Sciences, Security Management or a related field. Relevant security certifications are an added advantage;
- Strong knowledge of security protocols, emergency response, and crisis management;
- Excellent leadership, communication, and interpersonal skills;
- Ability to analyze complex security issues and make sound decisions under pressure; and
- Proficiency in ICT and other security systems and technology;

### 4. COMMUNICATION OFFICER

We are seeking an enthusiastic and creative Communications Officer to manage our internal and external communications. The role requires someone who is adaptable, flexible and passionate about creating engaging content for desirable social impact.

#### Key Responsibilities

- Lead in developing a communications policy and plans, advise Management, and create strategies to enhance brand image and recognition;
- Serve as a media contact, respond to enquiries, schedule interviews, host press conferences, and build media lists;
- Assist in the development of appropriate tools to better track communication performance, results and learning;
- Design and write creative copy content for internal and external publications: speeches, presentations, media messaging, newsletters, website content, editorial-style articles, briefing notes, video and radio scripts;
- Develop and issue creative content that engages target audiences and demonstrates an understanding of newsworthy content;
- Manage the University website content;
- Manage social media platforms, maintain digital archives, and track media analytics;
- Proactively seek media opportunities that support the University's objectives;
- Co-ordinate the development, production and distribution of public relations and media materials, web-based platform advertisements and other broadcast media materials.
- Work in close collaboration with relevant stakeholders including Government officials and agencies, educational institutions, media, thematic and policy experts, donors, and civil society organisations.

#### Requirements

- At least 5-year experience working as public relations, communications, or advocacy personnel at the national or international level;
- A good honours degree in Mass Communication, Journalism, Advertising, or related fields. A Master's degree will be an added advantage;
- Strong research, analysis, editing and interviewing skills;
- Portfolio that reflects creative copywriting proficiencies;
- Proficiency in digital tools including excellent knowledge of office software packages and social media platforms;
- Strong written and verbal communication in English language.

### 5. REMUNERATION AND CONDITION OF SERVICE

- The University runs a unique remuneration package, similar to what is obtainable in other tertiary institutions.
- The remuneration of the Bursar is as applicable to other Principal Officers.
- Compensations for Business Development Officer, Chief Security Officer and Communication Officer will be negotiated based on experience and demonstrated salary history.
- The Chief Security Officer of the University is expected to reside on the Campus in Agwada.

### 6. METHOD OF APPLICATION

Applications including a cover letter that explains how you meet the above criteria, a detailed resume, 3 references, salary history and copies of relevant credentials should be sent not later than **Friday, 16<sup>th</sup> January, 2026** to the following address:

### The Registrar

Phoenix University Agwada  
Nasarawa State

[registrar@phoenixuniversity.edu.ng](mailto:registrar@phoenixuniversity.edu.ng)

*Only short-listed applicants will be contacted.*