



LAGOS STATE UNIVERSITY

OFFICIAL BULLETIN

LASU/CIPR/2447

16th March 2026.

INTERNAL AND EXTERNAL ADVERTISEMENT FOR THE POSTS OF:

1. **REGISTRAR**
2. **BURSAR**

1.0 PREAMBLE

The Governing Council of Lagos State University hereby announces that the positions of Registrar and Bursar will be vacant in July 2026.

In consonance with the Lagos State University Law 2004 (As amended), and in exercise of the powers contained therein, the Governing Council has decided to begin the process of appointing new Registrar and Bursar.

Consequently, applications are hereby invited from suitably qualified applicants for the positions of Registrar and Bursar.

2.0 THE INSTITUTION

Lagos State University (LASU) was established in 1983 by the Enabling Law of Lagos State of Nigeria, for the advancement of learning, establishment of academic excellence AND to meet the specific manpower needs of Lagos State, as well as undertake any other activities appropriate for a university of the highest standard.

Lagos State University is reputed for high standards, which it has maintained over the years and is currently ranked amongst the foremost universities in the country.

The University currently has sixteen (16) Faculties, six (6) Schools, Nine (9) Centres, and three (3) Institutes, spread across the four (4) campuses of the University.

1. THE UNIVERSITY REGISTRAR

In accordance with the Lagos State University Law 2004 (As amended), the Registrar is a Principal Officer and is responsible to the Vice-Chancellor for the day-to-day administration of the affairs of the University, except financial matters which fall within the jurisdiction of the Bursar. The Registrar is the Head of the University Registry.

Eligibility Criteria and Experience

Candidates must possess the following:

- A good honours degree from a recognised institution;
- Fifteen (15) years relevant administrative experience in University administration;
- A relevant higher degree;
- A minimum of five (5) years as a Deputy Registrar in a recognised tertiary institution;
- Proficiency in the use of ICT for management services; and
- Membership of Association of Nigerian University Professional Administrators (ANUPA) and relevant professional associations.

Key Responsibilities

- Serve as Secretary to Council, Senate, Congregation and Convocation;
- Interpret, guide and advise appropriate bodies on the regulations of the University as contained in the Conditions of Service;
- Manage the human and material resources to ensure good administration;
- Oversee institutional records, official correspondence and regulatory documentation;
- Ensure compliance with University policies, government regulations and accreditation standards;
- Promote effective communication between Faculties, University Management and internal/external stakeholders; and
- Any other responsibilities as may be assigned by the Vice-Chancellor.

2. THE UNIVERSITY BURSAR

In accordance with the Lagos State University Law 2004 (As amended), the Bursar is a Principal Officer and is responsible to the Vice-Chancellor for the day-to-day administration and control of financial affairs of the University, across its campuses. The Bursar is the Head of the University Bursary.

Eligibility Criteria and Experience

Candidates must possess the following:

- A good honours degree/Higher National Diploma (HND) in Accounting from a recognised institution;
- Fifteen (15) years relevant post-qualification experience plus professional qualification of ICAN/ACA/ACMA/ANAN with twelve (12) years relevant post-qualification experience;
- A relevant higher degree;
- Proficiency in the use of relevant accounting software;
- Proficiency in the use of AI tools; and
- A minimum of five (5) years as a Deputy Bursar in a recognised tertiary institution.

Key Responsibilities

- Develop and manage the University's annual budget and ensure financial discipline;
- Supervise financial reporting, treasury operations, and internal control systems;
- Oversee the Bursary Department and all financial transactions;
- Implement cost-efficiency strategies and optimise resource utilisation;

- Advise the Vice-Chancellor and Governing Council on financial matters, including risk management; and
- Any other responsibilities that may be assigned by the Vice-Chancellor.

3.0 TENURE

In consonance with the Lagos State University Law 2004 (As amended), the appointment of Registrar or Bursar is for a **TERM of four (4) years**, respectively, with eligibility for reappointment for a second term of four (4) years ONLY.

4.0 AGE REQUIREMENT

Candidates for the position of Registrar or Bursar must not be above the age of sixty (60) years by July, 2026.

5.0 REMUNERATION

Remuneration of the Registrar or Bursar at Lagos State University includes Basic Salary of CONUNASS 15 AND other benefits AND allowances that apply to the Registrar and Bursar in Nigerian public universities, as may be approved by the Governing Council, Lagos State University.

6.0 METHOD OF APPLICATION

Candidates should submit formal Application for the posts of:

1. Registrar
2. Bursar

Candidates should apply with Fifteen (15) copies of their detailed Curriculum Vitae (CV), providing information on the following:

- Full Name
- Place AND Date of Birth
- Nationality (If Nigerian, indicate State of Origin)
- Marital Status: Number AND Ages of Children
- Academic Qualifications (including Class of Degree; copies of certificates to be enclosed)
- Professional Qualifications (copies of certificates to be enclosed)
- Statement of Experience including details of former and present positions
- Names AND Addresses of Three (3) Referees, who should be able to attest to the candidate's character, professional and managerial skills
- Contact Address (including telephone number(s) AND e-mail address)

7.0 SUBMISSION OF APPLICATION

All applications are to be submitted under CONFIDENTIAL COVER, with the envelope marked "**POST OF REGISTRAR** or **POST OF BURSAR**" (whichever is applicable), sealed, addressed AND submitted to:

**The Vice-Chancellor,
Vice-Chancellor's Office,
Babatunde Raji Fashola Senate
Building, Lagos State University,
Badagry Expressway,
Ojo, Lagos,
Nigeria.**

Kindly **NOTE** that the application should reach the Vice-Chancellor **NOT later than six (6) weeks** from the date of this publication.

8.0 SHORTLISTED CANDIDATES

Shortlisted candidates will be required to make themselves available for interview with the Selection Board at a DATE that will be formally conveyed to such candidates in writing.

...Towards A Greater LASU

University Management

We are LASU, We are Great!