

CURRICULUM VITAE

01. PERSONAL

- (i) **Name in Full:** GIWA, Sakirah Folasade
- (ii) **Date of Birth:** 14th November, 1977
- (iii) **Place of Birth:** Abeokuta, Ogun State
- (iv) **Age:** 41 years
- (v) **Sex:** Female
- (vi) **Marital Status:** Married
- (vii) **Nationality:** Nigerian
- (viii) **Town and State of Origin:** Abeokuta, Ogun State
- (ix) **Contact Address:** Office of the Vice-Chancellor,
Federal University of Agriculture, Abeokuta,
Ogun State.
- (x) **Phone Numbers:** 08067107168, 08023879919
- (xi) **E-Mail Address:** giwasf@funaab.edu.ng
shadelanwa@yahoo.com
- (xii) **Present Post:** **Principal Assistant Registrar**

02. EDUCATIONAL BACKGROUND

- (iv) University of Lagos, Akoka, Lagos 2005 – 2007
- (v) University of Lagos, Akoka, Lagos 1996 – 2000
- (vi) Comprehensive High School, Ayetoro, Ogun State 1990 – 1992
- (vii) Unity High School, Ago – Ika, Abeokuta, Ogun State 1986 – 1990

(ii) **ACADEMIC AND PROFESSIONAL QUALIFICATIONS (With Dates)**

- a. Masters in Public and International Affairs (MPIA) 2007
- b. B.Sc. Political Science (2nd Class Lower Division) 2000

c. Senior School Certificate (Private) 1995

d. Senior School Certificate (SSCE) 1992

(iii) **PRIZES, HONOURS, NATIONAL AND INTERNATIONAL RECOGNITION:** Nil

03. WORK EXPERIENCE

FEDERAL UNIVERSITY OF AGRICULTURE, ABEOKUTA (2009 till Date)

(i) **VICE-CHANCELLOR'S OFFICE**

Senior Assistant Registrar - November, 2017 till date

Schedule of Duties

- a. Writing and Processing of Minutes of Meetings of the Principal Officers
- b. Drafting of replies to internal and external correspondences for the attention of Deputy Registrar II, Vice-Chancellor's office
- c. Taking minutes of other meetings of the Vice-Chancellor from time to time
- d. Drafting of Decision Extracts of the Meetings of the Principal Officers and other meetings for the attention of Deputy registrar II, Vice-Chancellor's office
- e. Performed other duties assigned by the Deputy Registrar II, Vice-Chancellor's Office and other superior officers.

(ii) **SENATE AND ADMISSIONS UNIT**

Senior Assistant Registrar - June, 2015 – November, 2017

Schedule of Duties

Admission Matters

- a. Preparation of papers for consideration at the Admission Committee meetings on matter such as:
 - Unified Tertiary Matriculation Examination (UTME) Admission
 - Direct Entry Admission
 - Inter Universities Transfer
 - Placement of Withdrawal P Students into new Programmes
 - Transfer of Students into new Programme (Change of Course)

- b. Preparation and compilation of Admission list for full time and part-time programmes
- c. Preparation of University Recommendations for Admissions in standard format for consideration and approval of the Vice-Chancellor, and ratification by Joint Admission and Matriculation Board (JAMB)
- d. Compilation of registered students for matriculation ceremony
- e. Preparation of draft notices of meetings, agenda, digest of decisions and reports of the Admissions Committee
- f. Handling matters relating to executive approval of Admission Committee's Recommendations and forwarding same to the appropriate offices
- g. Processing of papers for the placements of the Returning Pre-Degree and Foundation Science Students into the Degree Programme
- h. Ensuring that all statistics on admissions are available for information
- i. Review and update of JAMB Brochure as it affects the Federal University of Agriculture, Abeokuta.
- j. Compilation of list of admitted students for matriculation process

Senate Matters

Responsible to the Deputy Registrar II, Senate and Admissions on:

- a. Preparation of notice of meetings, agenda and working papers for Senate meetings
- b. Taking record of proceedings at meetings of Senate
- c. Preparation of draft minutes of Senate meetings
- d. Preparation of draft decisions extracts of Senate meetings
- e. Preparation of draft papers from the decisions of Senate to the University Governing Council
- f. Preparation of draft memos and correspondences on matters relating to Senate approval or decision on Students matter, and forwarding same to the appropriate offices.

Committee of Deans and Directors (CODAD)

Assisting the Deputy Registrar and Secretary to CODAD on the under-listed:

- a. Preparation of Notice of Meetings and Agenda paper for CODAD meetings

- b. Draft Reports and Minutes of Meeting
- c. Draft Digest of Decision taken at the Meeting
- d. Follow up action on implementation of decisions
- e. Any other matters on CODAD as directed by the Secretary, CODAD

OTHER DUTIES AT THE SENATE AND ADMISSIONS UNIT

Senate Coordinating Committee on Examination Results (SECOCER)

- a. Collation of results for vetting and consideration of the Senate Coordinating Committee on Examination Results (SECOCER) for Senate approval
- b. Taking of proceedings of the meetings of the Committee for the attention of the Secretary

Rectification of Students' Results

- a. Processing of students' rectification on behalf of the Deputy Registrar II
- b. Forwarding same to the appropriate offices for further processing

Academic Gowns

- a. Attending to request for hiring of Academic Gowns for the attention of the Deputy Registrar II, Senate and Admissions.
- b. Auditing and counting of the Gowns in conjunction with the Store Officer

(iii) PROCUREMENT UNIT

Assistant Registrar - January, 2012 – June, 2015

Schedule of Duties

- a. Coordinate and supervise the activities of Administrative Staff in the Unit
- b. Serve as custodian of records in the Unit
- c. Record proceedings of meetings of the Tenders Board, Procurement Planning Committee, Joint Procurement Planning Committee and Tenders Board as well as Tender Opening Committee
- d. Keep accurate track of events in the Unit

- e. Collect and collate Prequalification documents from the Contractors for evaluation by the Procurement Planning Committee
- f. Collect and collate documents (Tender Bids) submitted by Contractors for opening by the Tender Opening Committee
- g. Issuing of receipts to Contractors after bid submission
- h. Maintain proper documentation of all the activities in the Unit for any references
- i. Hold forth for the Procurement Officer whenever she was unavoidably absent
- j. Any other duties assigned by the Head of the Unit.

(iii) AGRICULTURAL MEDIA RESOURCES AND EXTENSION CENTRE (AMREC)

Assistant Registrar - February, 2009 – January, 2012

Schedule of Duties

- a. Record proceedings of meetings at the Centre
- b. Secretary to Agricultural Media Resources and Extension Centre Management Committee (AMRECMAC), Heads of Unit and all other meetings at the Centre
- c. Serve as custodian of records
- d. Serve as Secretary to the Internal Committee on Budget Preparation for the Centre
- e. Attend to enquiries and correspondence on extension activities subject to Director's permission
- f. Supervision and allocation of responsibilities to drivers attached to the Centre
- g. Overall control of the Registry staff in the Centre
- h. Any other duties assigned by the Director and other superior officers.

(v) REGISTRAR'S OFFICE, NATIONAL OPEN UNIVERSITY OF NIGERIA (NOUN)

Administrative Officer I - July, 2008 – February, 2009

- a. Serve as Secretary to Committees as assigned by the Registrar
- b. Drafting of memos and correspondence for the attention of the Registrar
- c. Collation of responses to advertisement for Registrar's attention
- d. Any other duties assigned by the Registrar and other superior officers.

03. SPECIAL ASSIGNMENT/COMMUNITY DEVELOPMENT SERVICE:

- a. Assistant Procurement Officer for African Centre of Excellence in Agricultural Development and Sustainable Environment (CEADESE)
- b. Secretary, Nomination Committee for the Award of Honorary Degrees During the 23rd and 24th Convocation Ceremonies
- c. Secretary, Committee on the Policy for Distance Learning Programme
- d. Secretary, Agricultural Media Resources and Extension Centre Management Committee (AMRECMAC), 2009 – 2011
- e. Secretary, Sub-Committee of Committee of Deans and Directors (CODAD) on the Review of Honorarium Payable to External Examiners
- f. Secretary, Committee on Alarming Rate of Electro-Magnetic Radiation within the University
- g. Co-opted Member, Admissions Committee
- h. Member, 2014/2015 Post-Unified Tertiary Matriculation Examination Screening Exercise
- i. Invigilator, 2014/2015 Post-Unified Tertiary Matriculation Examination Screening Exercise
- j. Secretary, 2015/2016 Pre-Admission Screening Exercise
- k. Invigilator, 2016/2017 Post-Unified Tertiary Matriculation Examination Screening Exercise

- l. Secretary, Loans Committee of the FUNAAB Muslim Community Cooperative and Credit Society (FMCCCS).
- m. Assistant Secretary, Technical/Evaluative Sub-Committee of the Procurement Planning Committee for Consultancy Services, 2014
- n. Assistant Secretary, Tenders Board 2012 – 2015

05. COMMENDATION:

- a. Commendation for excellent performance and selfless administrative service rendered during the 2017/2018 Post-UTME
- b. Letter of Appreciation: Nomination Committee for the Award of Honorary Degrees during the 23rd and 24th Convocation Ceremonies

06. MEMBERSHIP OF PROFESSIONAL BODIES

- a. Member, Nigerian Institute of Management (Chartered) (MNIM)
- b. Member, Chartered Institute of Public Management of Nigeria (CIPMN)
- b. Member, Association of Nigerian Universities Professional Administrators

07. EXTRA CURRICULAR ACTIVITIES

- a. Reading (leadership, motivational and self-development texts)
- b. Meeting People
- c. Travelling

08. PUBLICATIONS:

Nil

09. REFEREES

- (1) **Professor (Mrs.) C. O. Eromosele**
Department of Chemistry
College of Physical Sciences
Federal University of Agriculture,
Abeokuta.

(2) Professor (Mrs) D. A. Adegbite
Director, Agricultural Media Resources
and Extension Centre (AMREC)
Federal University of Agriculture,
Abeokuta.

(3) Mrs. O. M. Dawodu
Deputy Registrar II,
Office of the Vice-Chancellor,
Federal University of Agriculture,
Abeokuta.

SIGNATURE

DATE