

UKO, MAURICE MICHAEL (MR.)

B.A Hons (Nig). D.E.F 2e Degre (Grenoble) CEFLE (Royan) MPA (Lasu), MIRSS (LASU), MNIM,

Deputy Registrar

The Nigeria French Language Village (NFLV)

(Federal Inter – University Centre for French Studies)

P. M. B. 1011, Badagry, Lagos State

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PERSONAL DETAILS

Nationality:	Nigerian
Place/Date of Birth:	Ikot Ekpene/19 th January 1963
State of Origin:	Akwa Ibom
Marital Status:	Married
Number of Children:	Three (Aged 20, 18 and 14)
Home Address:	5, Yematt Close, Off Dr Biouku Daudu St Agric Gate Area, Ajara –Topa, Badagry, Lagos.
Next of Kin:	Mrs. Georgina M. Uko (Wife)
Hobby:	Reading, writing, Travelling and Lawn Tennis
Countries Visited:	Israel, France, Italy, Benin, Togo, Ghana and Burkina-Fasso, Israel/Palestine
Languages Spoken:	English, French, Annang and Igbo
Present Level:	Deputy Registrar, CONTISS 14 (GL.16)
<u>AREAS OF INTEREST/ STUDIES:</u>	Public Admin., Int'l Relations & Languages

EDUCATION AND TRAINING

SCHOOLS ATTENDED	DURATION	QUALIFICATIONS OBTAINED	SPECIALIZATION
Lagos State University, Lagos, Nigeria	Two Years	Master in Int. Relations and Strategic Studies (Nov. 2007)	International Relations and Strategic Studies
Lagos State University, Lagos, Nigeria	Two Years	Master in Public Administration (June 2002)	Human Resources Management
Universite de Poitiers CAREL, Ville de Royan, France	1994	CERT. en Methode d'Enseignement de FLE	Teaching of French as a Foreign Language
University of Nigeria, Nsukka	1984 – 1988	B.A (HONS) 2 nd Class Upper Div.	French Language Studies
Universite de Grenoble, France	1986 – 1987	D. E. F (2 ^e Degre)	French Studies
Q. A. S. College, Abak, Nigeria	1977 – 1982	G. C. E. (7 Credits at a seating)	General Certificate of Education
St. Anne Primary School, Ifuho, Ikot Ekpene	1970 – 1974	First School Leaving Cert.	First School Leaving Certificate

PROFESSIONAL COURSES ATTENDED

DATE & VENUE	TITLE	ORGANISERS
November 24 – 27, 2013	Emerging Issues and Global Best Practices in University Administration	Association of Nigerian University Professional Administrators (ANUPA) Ibadan
August 13 – 17, 2012	360 Leadership Development Compass for Emerging Global Managers	Nigerian Institute of Management (Chartered) Lagos
February 26 – March 1, 2008 (Ondo)	Management Techniques and Leadership Skills	National Institute for Educational Planning and Administration (NIEPA), Ondo
July 4 – 5, 2007 (Kaduna)	Repositioning the Registry for Excellence to meet the Challenges of the Education Reform	Committee of Registrars of Nigerian Universities (CORN), Kaduna
November 21 – 24, 2006 (Lagos)	Workshop on Globalisation and the Nigerian University System	Association of Nigeria University Professional Administrators (ANUPA), LASU, Lagos
May 30 – June 1, 2006	Capacity Building Workshop for Principal Assistant Registrars	Obafemi Awolowo University, Ile Ife
October 24 – 25, 2005 (Abuja)	Workshop on Formulation and Review of SERVICOM Charters for NODAL Officers	Federal Ministry of Education, Abuja
September, 2005 (Kaduna)	5 – Day Workshop on Pre-retirement Planning, Personal Income and Finance Mgt/Understanding Investment Principles and Practices and the Dynamics of the Pension Reform Act. 2004	ICAN – Kaduna District Society
June 2005 (Badagry)	3 – Day Workshop on Strategic Mgt. for Educational Executives	Industrial Training Fund (ITF), Apapa Office
June 2004	3 – Day Workshop on Effective Management of meeting	Industrial Training Fund (ITF), Apapa Office
July 2004 (Abuja)	Human Resources Management Workshop	Centre for Management Development (CMD)
June 2003 (Aba)	Time and Stress Management for Executives	Centre for Management Development (CMD)
January 2003 (Lagos)	Enhancing Management Capacity in Higher Institutions	National Institute for Educational Planning & Administration (NIEPA)
December 2002 (Lagos)	Management of Registry Functions	University of Ibadan (CEC)
May 2002 (Lagos)	Modern Management Course (NIM Mandatory Continuing Professional Educational Programme)	Nigerian Institute of Management (NIM), Lagos
October 2001 (Lagos)	Workshop on Office Management	Gold – Touch Consult
May 2001 (Jos)	Revenue Generation Strategies in Federal Agencies, States and Local Government Institutions	Office of the Auditor – General of the Federation
Nov./Dec., 1998 (Lagos)	3 – Day Workshop on French for Special Purposes	The French Embassy in Lagos
October 1997 (Abuja)	Management Development Course (Effective Public Relations)	Business Education Exam. Council, Abuja
Sept./Oct. 1992 (Ikeja)	Certificate in Basic Public Relations	Nigerian Institute of Journalism, Ikeja

❖ **CAREER PROFILE**

A highly motivated and experienced administrator, team leader with special ability to carry subordinates along.

A good communicator, with a demonstrable mastery of both English and French Languages, enjoys the challenges of busy and demanding work environment with the ability to produce results under pressure.

❖ **KEY SKILLS AND EXPERIENCE**

- Good basic knowledge of computer (Word, excel, power-point etc)
- Five year experience in Academic Affairs Management
- Five years of Human Resources management and Development
- seven years of Public Relations and Communications Management.
- Five years experience in training and consultancy service management.
- Event organiser and public speaker
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❖ **CAREER PROGRESSION IN THE UNIVERSITY SYSTEM**

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|----------------------------|---|--------------|------------|
| - Dec. 1991 – Sept. 1994 - | Admin. Officer II | - | EUSS 07 |
| - Oct. 1994 – Sept. 1997 - | Admin. Officer I | - | EUSS 08 |
| - Oct. 1997 – Sept. 2000 - | Assistant Registrar | - | HATIIS 09 |
| - Oct. 2000 – Sept. 2003 - | Senior Asst. Registrar | - | HATIIS 11 |
| - Oct. 2003 – Sept. 2006 - | Principal Asst. Registrar | - | HATIIS 13 |
| - Oct. 2006 – May 2019 - | Deputy Registrar | - | CONTIIS 14 |
| NAY 2015 - Till date | Registrar
and Secretary to Council - | Consolidated | |

 **CAREER HISTORY**

DATE	POSITION OCCUPIED	ORGANISATION
May 2015 - Till date	Registrar	Nigeria French Language Village, Badagry
October 2011 - May 2015	Deputy Registrar, Academic Affairs	Nigeria French Language Village, Badagry
October 2010 – Sept. 2011	Ag. Director, Directorate of Information and Public Relations	University of Uyo, Akwa Ibom State, Nigeria
April 2008 - Sept. 2010	Deputy Registrar/Head, Academic Affairs Unit	Nigeria French Language Village (NFLV), Badagry
Feb. 2006 – May. 2011	Member of the Governing Councils (Rep. of Village Congregation)	Nigeria French Language Village, Badagry, Lagos
October 2003 – March 2008	Deputy Registrar/Head, Human Resources Mgt. & Dev. (also acting for the Registrar in his absence)	Nigeria French Language Village (NFLV), Badagry
Jan. 1998 – Sept. 2003	Coordinator/Head, Consultancy Services Dept. (also acting from time to time for the Registrar in his absence)	Nigeria French Language Village (NFLV), Badagry
Dec. 1991 – Jan. 1998	Head, Protocol & Public Relations (with regular relief duties as Personnel and	Nigeria French Language Village, Badagry

	Students' Affairs Officer respectively,	
Dec. 1991 – Oct. 2003	Resource Person (Part – Time) (French Training for Business Executives)	Nigeria French Language Village, Badagry
February 2001 – May 2002	Part – Time Lecturer/Consultant (French for Business – MBA Classes)	Abubakar Tafawa Balewa University, Bauchi, (Lagos Outreach Campus)
Oct. 1989 – Nov. 1991	Master II (English/French)	Q. A. S. Seminary College, Abak, and Regina Coeli College, Ikot Abasi, Akwa – Ibom State
Oct. 1988 – Sept. 1989	National Youth Service (French Teacher)	Immaculate Conception Junior Seminary College, Umuahia

PROPOSED DATE OF AVAILABILITY IF APPOINTED: Immediately on receipt of appointment letter

❖ **AD – HOC RESPONSIBILITIES/SERVICE TO THE COMMUNITY**

- Public Relations Officer, Association of Registrars of Nigerian Universities ARNU (2016 - 20180
- Branch Chairman, Association of Nigerian University Professional Administrators (NFLV Branch)
- Chairman, Editorial Committee of the French Village Quarterly News Bulletin
- Chairman, Staff End- of-Year Welfare package Committee July 2013 - date
- Chairman, Loans Committee, Feb. 2012 – Feb. 2014
- Two-Time Member, NFLV Governing Council, Representing Village Congregation, (JAN. 2006 – DEC. 2007 and April 2009 to May, 2011)
- Chairman, Catholic Laity Council, Ajara- Badagry Parish (Dec. 2008 – date)
- President, Catholic Community of Nigeria French Language Village (Jan 2004 – date)
- Member, Justice Development and Peace Commission (2006 – date)
- Acting for the Registrar/ Head of Admin whenever mandated to do so in he is absent. (2006 – date)
- Head, NFLV Parastatal SERVICOM Nodal Office (JUNE 2005 – April 2008)
- Chairman, Village 10th Anniversary Committee (2000 -2001)
- Chairman, Scholarship and Awards Committee, (2003 – 2005)
- Secretary, Appointments and Promotions Committee, (2003 – 2009)
- Secretary, Academic Policy, Research and Publication Committee, (2003 -2009)
- Secretary, International Contacts Committee. (2000 – 2004)
- Secretary and Member respectively, of various other committees (1991 – date)

 **MEMBERSHIP OF PROFESSIONAL BODIES**

- MNIM - Member, Nigeria Institute of Management (NIM)
- MANUPA - Member, Association of Nigerian Universities Professional Administrators (ANUPA)

 **PRIZES, AWARDS AND RECOGNITION**

- Best overall student in Good Character Q. A. S. College (1979)
- Certificate of Merit for Outstanding Academic Performance (1980) Q. A. S. College
- General Senior Prefect, Q. A. S. College 1981/82

- One Year Scholarship Award in France for the 3 Best Part-Two Students of the Department of Modern Languages, University of Nigeria, Nsukka (Grenoble 1986/1987)
- Coordinator of Student Librarians, Dept. of French UNN, 1987/88
- Certificate of Honour for Contribution to the Modern Languages Association, UNN, as Financial Secretary 1985/86
- Certificate of Honour for Contributions to Cercle Francaise as Director of Socials, UNN 1986
- Certificate of Devotion and Dedication to Excellence, NFLV, Badagry May, 1997
- Certificate of Consistently Selfless and Loyal Service NFLV, Badagry June 2001
- Best All Round Staff of the Directorate (NFLV) 2000 and 2001.
- Merit Award, Catholic Archdiocese of Lagos. Catholic Men Organisation, May 1 2010
- Vice Chancellor's Commendation for Valued Contributions to the University of Uyo August, 2011
- Certificate of Long Service (December 1991 – December, 2012) NFLV December 2012
- Several Letters of Commendation

ADDITIONAL INFORMATION

EXPERIENCE ON CURRENT JOB SCHEDULE AS DEPUTY REGISTRAR, ACADEMIC AFFAIRS (APRIL 1, 2008 – Sept. 2010 and Oct. 2011 TO DATE

General administration of the Academic Affairs Unit which handles:

(a) **Examinations and Records**

- Establishment and publication of Academic Examination Calendars
- Issuance/processing of students' Admission forms, and membership of the students Admission Committee.
- Issuance of Admission letters to all admitted students into the various programmes;
- Examination administrative support and supervision.
- Processing of students results for the issuance of attestations and certificates.
- Supervision of the production of certificates,
- Custody and issuance of certificates,
- Production and issuance of transcripts,
- Serving as secretary to the Academic Board.

EXPERIENCE ON THE JOB SCHEDULE AS ACTING DIRECTOR OF INFORMATION AND PUBLIC RELATIONS, UNIVERSITY OF UYO, OCTOBER 1, 2010 – SEPT. 30, 2011

- Responsible to the Vice-Chancellor in managing the Public Image and Relations of the Village

- Serving as Spokesperson for the University
- Writing of Press Releases and relevant articles.
- Preparation and placement of Adverts.
- Visits and Press Campaigns to ensure positive media coverage of University activities.
- Organising Press Conferences and Facility visits.
- Editing and ensuring timely and continued publication of the UNIUYO quarterly news bulletin
- Writing of Advertorials on the University
- Keeping records of publications on the University and making them available to the public.
- Serving as member of various University Committees
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EXPERIENCE ON JOB SCHEDULE AS HEAD OF HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT (HRM & D) OCTOBER 1, 2003 – MARCH 31, 2008

1. Managing the various sections of the Human Resources Mgt & Development Unit
2. Supervising all Personnel and Training functions of the institution.
3. Undertaking regular job analysis in collaboration with the various Heads of Departments as well as periodic staff auditing.
4. Designing and executing proper staffing procedures for the institution, through the process of recruitment, selection and placement, including the setting up of appropriate interview panels on directives from Management.
5. Coordinating staff job performance appraisal and job evaluation for all the Departments.
6. Analysing all completed staff Annual Appraisal forms and making recommendations to Management as well as the Appointments and Promotions Committee.
7. Proposing and securing Management's approval for continuous staff training, for the acquisition and improvement of relevant skills, techniques and attitudes for improved performance.
8. Inviting, collating and analysing training proposals from recognised training outfits and making recommendations to Management.
9. Organising regular in-plant training for all staff within the limit of budgetary allocations.

10. Promoting staff development by encouraging efforts in that direction and recommending study leave where it is possible.
11. Attending to staff welfare issues in collaboration with the welfare committee; recommending appropriate welfare packages and encouraging staff motivation.
12. Ensuring good handling of staff withdrawals, resignations, retirements and computation of terminal benefits, including pensions for qualified staff.
13. Ensuring good staff disciplinary procedure and putting in place measures that would encourage staff commitment to duties.

EXPERIENCE AS COORDINATOR/HEAD OF CONSULTANCY SERVICES

JANUARY 1998 – SEPTEMBER 30, 2003

Reporting to the Director/Chief Executive Officer of the institution, the job descriptions of the Coordinator include:

1. Coordinating all Human Resources, administrative and Academic activities of the Unit.
2. Ensuring the continued hosting of all regular training programmes through sustained aggressive publicity.
3. Conception, costing and marketing of new programmes for the various categories of adult learners and the youths.
4. Evaluating the French Language need of various companies and organisations, conceiving custom-made training programmes, and sending proposals to that effect.
5. Scheduling and planning of all programmes to be run during the year.
6. Ensuring regular evaluation, review and update of the various programmes run by the Unit.
7. Supervising all and personally coordinating some of the academic and socio-educative activities.
8. Organising and participating in the weekend language contact programmes for Company Executives' course participants in the Republics of Benin and Togo.
9. Marketing of both old and new programmes through the production and placement of adverts, radio announcements, letter writing as well as physical corporate contacts.
10. Ensuring good reception and organising orientation programme for new intakes on any of the courses and ensuring that the participants are comfortable while in the institution.

11. Setting and supervising the conduct of all end of course examination, ensuring prompt release of results and issuance of certificates/attestations.
12. Making necessary input towards the production of the Consultancy Unit' table calendars, flyers, posters, information brochures as well as the Village seasonal greeting cards and other publicity/corporate gifts.
13. Teaching of the various Business Executive Programmes.

OTHER AD-HOC DUTIES:

- Serving as Chairman and member of various Village Committees, including Chairmanship of the Village 10th anniversary celebration planning committee.
- Carrying out any other assignments as may be directed by the Director.

EXPERIENCE AS HEAD OF PROTOCOL & PUBLIC RELATIONS UNITS

DECEMBER 19991 – JANUARY 1998

Reporting to the Director/Chief Executive Officer of the institution the following were covered:

A. MEDIA RELATIONS/PUBLICITY

- Writing of Press Releases and relevant articles.
- Preparation and placement of Adverts.
- Visits and Press Campaigns to ensure positive media coverage of Village activities.
- Organising Press Conferences and Facility visits.
- Ensuring timely and continued publication of publishable news items from the Village.
- Writing of Advertorials on the Village.
- Keeping records of publications on the Village and making them available to the public.

B. EDITORIAL DUTIES

- Writing, editing and publishing of the Village's monthly bilingual (French-English) news bulleting – LE VILLAGEOIS.
- Writing of Comprehensive Village Annual Reports.
- Writing of Speeches and Addresses.
- Proof-reading of Village Publications.
- Coordinating the Production of Calendars, Cards etc.
- Writing and production of Village brochures.

C. GENERAL PUBLIC RELATIONS (INTERNAL/EXTERNAL)

- Ensuring general good inter-personal relations aimed at creating and maintaining an excellent public image for the Village.

- Initiating programmes aimed at fostering good relationship with the immediate community.
- Internal and external public information service.
- Ensuring good treatment for visitors to the Village.
- Ensuring Village participation at relevant fairs and exhibitions.
- Linking up with Government ministries and parastatals on behalf of the Village.
- Ensuring continued link between the Village and the various Francophone Embassies and other relevant international organisations.

D. PROTOCOL

- Making travelling and hotel arrangements for the Village's staff and visitors.
- Making contacts with Resources Persons for <Friday talk shops> and other conferences.
- Receiving and taking important visitors around the Village.
- Vehicle registration, Insurance and Licensing.

E. ADDITIONAL RESPONSIBILITIES

- Managing the Personnel Unit whenever the Personnel Officer is absent.
- Co-ordinator Special French Programme for Media men, Protocol and Public Relations Officers.
- Chairman, Membership/Fund raising and Opening Ceremonies committee of Senior Staff Club.
- Secretary, Staff Housing Loan Committee.
- Member, Village Planning Committee on the African Conference of French Lecturers in Anglophone Universities.
- Secretary, Consultancy Programmes Organising Committee.
- Co-ordinator (French Village) NEXPO LINGUA '93 – LAGOS LANGUAGE FARE
- Production of <Village Français> a special video/documentary on the French Village (writing the scripts and running the commentaries).
- Deputy Chairman, Village 5th Anniversary Celebration and 100 million Naira Appeal Fund Raising Committee.
- Secretary, Students Disciplinary Committee.

- Production of radio and television jingles for Village and for French jingles for companies on consultancy basis.