**UNIVERSITY OF NIGERIA, NSUKKA**

**PUBLIC ADMINISTRATION AND LOCAL GOVERNMENT**

**MEMORANDUM**

|  |  |
| --- | --- |
| **To:** *All Staff***Our Ref:** | **From:** *Head of Department***Date:** *April 18, 2018* |

**SUBJECT**

**RE: *Updating of Staff Profile on UNN Website***

All the new staff, both academics and non-academics, from2016-2018 are required to provide the following information to enable us create their profile in the University Website.

***Picture ***

***Name*:** Nwodo Virginia Ijeoma

***Maiden Name:***

***Title***: Mrs.

***Department***: Public Administration and Local Government

***Faculty***: Social Sciences

***E-mail:***  ijeoma.nwodo@unn.edu.ng

***Phone No.*** 07061014270

***Designation***: Higher Technical Officer II

***Brief Biography:*** My name is Nwodo Virginia Ijeoma. A native of Ukehe in Igbo-Etiti L.G.A of Enugu State. I am married. I am a staff of Public Administration and Local Government in University of Nigeria, Nsukka.

***Area of Specialization:*** Public Administration and Local Govt.-Human Resource Management

***Qualification***: F.S.L.C, WAEC, NCE, B.Sc, M.Sc.

***Responsibilities***: **\*** Filing and keeping Sandwich results

 **\*** Keeping inventory of office equipment

 **\*** Carrying out any instruction or job as directed by my HOD

Signed:

**Prof. C. Ofuebe**

HOD