

PERSONAL PROFILE OF MRS. NNADI FELICIA O.

NAME: MRS. NNADI FELICIA OBIOMA

QUALIFICATION: B.ED.

RANK: ASSISTANT CHIEF EXECUTIVE OFFICER (CONTISS 12)

PREVIOUS WORK EXPERIENCE: TEACHING AND COUNSELLING;

**ENUGU STATE PRIMARY
EDUCATION BOARD. (1990-2007)**

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BIOGRAPHY: I, Mrs. Nnadi Felicia Obioma am from Orba, Udenu Local Government Area of Enugu State, Nigeria. I was married to Dr. (Bar) C. Nnadi (late) and we had six children.

I had my primary and secondary education in 1979 & 1984 respectively. I was therefore offered an appointment to teach by Enugu state primary Education Board on 12th July, 1990. I rose through the ranks and was on the 1st of July 1999 promoted to the position of Principal Master 1 and subsequently appointed a school guidance and counselor from 1st July 1999 to 12th November, 2007.

MY RESPONSIBILITIES INCLUDED:

Teaching and counselling.

In the course of foregoing employment however, I continued my education and obtained an ACE and then a B.ED in guidance and counselling in 1991 & 1997 respectively.

With these additional qualifications, I was on the 12th day of November, 2007 offered an appointment by the University of Nigeria Nsukka as a Higher Executive Officer and posted to the personnel service Department (Records Unit). Between 2007 and 2020, I had my three promotions. In 2012, after I was promoted to the rank of Senior Executive Officer (S.E.O). I was reassigned by the then controller of personnel services to head



the Junior Staff Unit, which was one of the nine units of the personnel services Department. I serve in this position from 2012 to 2014.

MY RESPONSIBILITIES INCLUDED:

Overseeing the promotion of all the junior staff in the university; termination of their appointment registration of birth; preparation of letter of offer of appointment; change of next-of-kin; vetting, approving and endorsing with signature of internal memo in accordance with the directives of the controller personnel services.

In 2014, the nine units comprising the personnel services department were merged and rearranged into four units and I was then reassigned to Senior Staff Services Unit (SSS) under Mrs. F.C Achiuwa then as the unit head.

MY RESPONSIBILITIES INCLUDED:

Writing of notice of retirement, notice of appointment letter; letter of sabbatical leave; leave of absence; transfer of services; voluntary retirement; permission to travel; Conversion/Regularization; confirmation of appointment for both junior and senior staff of the university. I also carried out other assignments as directed to me by my unit head.

In 2020, I was posted to centre for Igbo studies, where I was last promoted to the rank of Assistant Chief Executive Officer from February 2020 till date.