

NAME	ORIIJA, James Ige, Ph.D
PLACE OF BIRTH	Ilesa
DATE OF BIRTH	16 th January, 1962
LOCAL GOVERNMENT AREA	Ilesa East
STATE OF ORIGIN	Osun
NATIONALITY	Nigerian
GENDER	Male
MARITAL STATUS	Married
NUMBER AND AGES OF CHILDREN	Three (26, 20 & 15 years)
RELIGION	Christianity
PERMANENT HOME ADDRESS	29, Ifesowapo Community Ijanna Road, Ilaro.
CONTACT ADDRESS	Dept. of Office Tech. & Mgt. The Federal Polytechnic, P.M.B. 50, ILARO
E-MAIL ADDRESS	<i>orijaji@gmail.com/orijaji@yahoo.com</i>
PRESENT POSITION	Principal Lecturer/HOD
DATE OF LAST PROMOTION	1 st January, 2016
TELEPHONE	08057679536 & 08167125383

EDUCATIONAL INSTITUTIONS ATTENDED WITH DATES

(1) Lead City University, Ibadan	2018
(2) Olabisi Onabanjo University, Ago Iwoye	2015
(3) Ogun State University, Ago Iwoye	2003
(4) University of Benin, Benin City	1992
(5) College of Education, Ila Orangun	1986
(6) The Apostolic Commercial School, Ilesa	1978

ACADEMIC QUALIFICATIONS OBTAINED WITH DATES

(1) M.Sc. Business Administration (Office & Information Mgt. Option)	2018
(2) Ph.D Applied Psychology (Personnel Psychology Option)	2015

(3) Master of Personnel Psychology (MPP)	2003
(4) B.Ed (Hons) Business Education	1992
(5) NCE Office Management	1986
(6) General Certification of Education	1982

MEMBERSHIP OF LEARNED PROFESSIONAL BODY

- Member, Association of Business Educators of Nigeria (*MABEN*)
- Former Vice Chairman, Association of Business Educators of Nigeria, Ogun State Chapter

WORK EXPERIENCE

a. Academic Experience

- **Lecturer, The Federal Polytechnic, Ilaro (1995 till date)**
- **Courses Taught:** Office Administration and Management, Research Methods, Keyboarding, Career Development, Oral Communication etc.
- **Research Interest:** Human Resource Management, Entrepreneurship Development, Information Management etc.
- **Academic Leadership Positions:** Internal Moderator, Head of Keyboarding Unit etc.

b. Administrative Experience

- Head of Office Technology and Management Department (2018 – date)
- Chairman, Investigative Panel on the Allegation of Comprised of Academic Standard in the Department of Mass Communication, The Federal Polytechnic, Ilaro, 2018.
- General Editor, Journal of the School of Communication and Information Technology, The Federal Polytechnic, Ilaro, 2018.
- Managing Editor, The Ilaro Journal of Management, Arts, Science and Technology, 2018.
- Chairman, Organising Committee, First National Conference, School of Communication and Information Technology, The Federal Polytechnic, Ilaro, 2018.
- Acting Head of Office Technology and Management Department (Oct. – Nov. 2017).
- Chairman, Take-Off Committee, School of Communication and Information Technology, The Federal Polytechnic, Ilaro (2017).
- Chairman, School of Communication and Information Technology Students Association Formation Committee, The Federal Polytechnic, Ilaro (2017).
- Chairman Joint National Conference, Schools of Pure and Applied Science and Communication and Information Technology, The Federal Polytechnic, Ilaro, 2017.

- Chairman, Departmental Committee on Bilingual Programme, 2017.
- Internal Moderator, Office Technology and Management Department, (2016 till date).
- Member, Polytechnic Examinations Committee, 2016.
- Member, ASUP Electoral Commission, 2016.
- Chairman, Sub-Committee (Abstract and Publication), School of Applied Science Third National Conference held in 2015.
- Member, ASUP Electoral Commission, 2014.
- Editor-in-Chief, Gateway Journal of Business Educators, Ogun State, 2014.
- Member, School of Applied Science Second National Conference held in 2013.
- Head of Office Technology and Management Department (2012 – 2014).
- Member, Board of Studies, School of Applied Science, 2012.
- Member, ASUP Electoral Commission 2012
- Member, Local Organising Committee for Women in Technical Education National Conference held in 2012.
- Chairman, Publicity Sub-Committee for the Second National Conference of the Association of Business Educators, Ogun State Chapter held at Tai Solarin University of Education, Ijebu Ode in 2012.
- Chairman, Sub-Committee (Logistics and Publicity) ASUP Ilaro Fourth National Conference held in 2011.
- Chairman, School of Applied Science Second Staff Retreat Committee held in 2010.
- Member, Local Organising Committee for the Annual National Conference of the Association of Business Educators of Nigeria held at FCE, Abeokuta in 2010.
- Member, ASUP Electoral Commission, 2010.
- Chairman, Investigation Panel on NASS Account, 2010.
- Chairman, Sub-Committee (Logistics), School of Applied Science First Annual National Conference Committee, held in 2009.
- Chairman, School of Applied Science First Staff Retreat Committee held in 2008.
- Member, ASUP Ilaro, Third National Conference Committee held in 2008.
- Member, Polytechnic Time Table Committee, 2006.
- Managing Editor, The Ilaro Journal of Management, Art, Science and Technology, 2006.
- Chairman, Audit Committee on Departmental Students' Association Account, 2006.
- Chairman, Departmental Associations' Electoral Committee, 2004.
- Member, Departmental Social Committee, 2004.
- Member, Departmental Publications Committee, 2004.

- Secretary, ASUP Ilaro Confab Committee, 2004.
- Member, Departmental Part–Time Secretarial Studies Programme Committee, 2002.
- Member, Secretarial Studies Curriculum Review Committee, 2001.
- Member, Board of Studies, Department of Secretarial Studies, 2000.
- Member, Departmental Editorial Board, 2000.
- Departmental Examinations Officer, 1999.
- Head of Keyboarding Unit, 1998.

SERVICES OUTSIDE THE FEDERAL POLYTECHNIC, ILARO

(a) Osun State College of Education, Ila–Orangun

- Lecturer (Business Education Department) 1993 - 1995
- Departmental Secretary
- Co-ordinator, Business Education Students’ Association
- Course Adviser
- Secretary, Teaching Practice Committee
- Member, Social Committee
- Member, Examinations and Results Production Committee
- Member, Business Education Curriculum Review Committee
- Member, Environmental Committee

(b) Lecturer, The Federal College of Education, Osiele, Abeokuta, Ilaro Study Centre

(c) Lecturer, Ambrossi Alli University, Abeokuta Study Centre

(d) External Paper Reviewer, Secretarial Forum Journal, Department of Office Technology and Management, The Federal Polytechnic, Ede, Osun State, 2018.

(e) External Assessor for 2016 Promotion Exercise of Lecturers at Adeniran Ogunsanya College of Education, Otto Ijanikin, Lagos.

(f) Collation Officer, 2019 Presidential and National Assembly Elections

(g) Collation Officer, 2019 Governorship and State House of Assembly Elections

(h) Supervisor, UTME, 2012.

(i) Invigilator (UME/PCE) JAMB, 1998.

(j) Examiner (Shorthand and Typewriting) WAEC Business Studies, 1994.

(k) Presiding Officer, 2003.

(l) Examiner (Commerce) WAEC/GCE, 2003.

AWARD OF EXCELLENCE

The Most Supportive Spouse: In recognition of our contribution to the growth of Yewa College (Junior) Ilaro, Ogun State.

ACADEMIC PUBLICATIONS

(a) Journal Publications:

1. **Orija, J. I. (2019).** Office Technology and Job Performance of Secretaries in the Tertiary Institutions in Ogun State, Nigeria. Secretarial Forum, Journal of Office Technology and Management Department of the Federal Polytechnic, Ede, Osun State (In Press).
2. **Orija, J. I. and Jolaade, I. A. (2019).** Relevance of Office Technology and Management Skills Acquisition for National and Manpower Development. Nigerian Communication and Information Technology Journal, School of Communication and Information Technology, The Federal Polytechnic, Ilaro, Nigeria, Vol. 1 No. 1. (In Press).
3. **Orija, J. I. (2018).** Strategic Management as a Veritable Tool for Revamping the Recessed Economy in Nigeria. Lagos Journal of Vocational and Technical Education, Lagos College of Education, Otto/Ijanikin, Lagos, Vol. 7(1); pp. 52 – 59.
4. **Orija, J. I. (2018).** Information Management as a Catalyst for Salvaging the Nigerian Economy from Recession. The Ilaro Journal of Management, Arts, Science and Technology (TIJMAST), Vol. 3 No. 1, October, 2018, pp. 36-45.
5. **Orija, J. I. & Adelani, A. (2017).** Entrepreneurship as a Strategy for Mass Employment in Nigeria. Gateway Journal of Business Education, Vol. 4(1), pp. 254 – 263.
6. **Orija, J. I. (2017).** Office Technology and Management Programme and Challenges of Higher Education Advancement. Journal of the School of Vocational and Technical Education, Federal College of Education, Abeokuta, Vol. 9(2); pp. 265 – 273.
7. **Olugbemi, O. S., I. A. Jolaade and Orija, J. I. (2014).** *Enhancing Skill Acquisition of Polytechnic OTM Students for Job Efficiency Towards the Realization of Sustainable National Development and Transformation.* Published in Gateway Journal of Business Education, 3 (1), pp. 124 – 135.

8. **Iro-Idoro, B. C., Ayodele, K. O. & Orija, J. I. (2014).** *Students Perception of Service Quality Encountered and Their Future Enrichment: Implication for Academic Quality Assurance in Nigerian Polytechnics.* International Review of Management and Business Research (IRMBR).
9. **Orija, J. I. (2012).** *Strategies for Coping with Challenges facing Nigerian Polytechnics in the Implementation of Office Technology and Management Curriculum.* Published in Gateway Journal of Business Education in October 2012. 2 (1), pp. 69 – 75.
10. **Orija, J. I (2011).** *Towards Achieving Nigeria Vision 20:2020 - The Office Technology and Management Education Perspective.* Secretarial Forum, Journal of Office Technology and Management of the Federal Polytechnic, Ede, Osun State 6 (1) 170 -180.
11. **Orija, J. I (2010).** *Entrepreneurship Education as Antidote to Unemployment of Graduate-Secretaries in Nigeria.* Secretarial Forum, Journal of Secretarial Studies Department of the Federal Polytechnic Ede, Osun State 5 (1) pp. 137 -149.
12. **Ogungbemi, O. S., Orija, J. I. and Iro-Idoro (Mrs.) (2009).** *An Analysis of Common Errors Committed by Secretarial Studies Students during Typewriting Examinations in some selected Polytechnics in Nigeria.* The Ilaro Journal of Management, Arts, Science and Technology (TIJMAST) 1 (1), pp. 38 - 44.
13. **Ogungbemi, O. S., Orija, J. I. and Iro-Idoro (Mrs.) (2009).** *Job Performance as the Basis for Gender Discrimination in the Employment of Secretaries in an Organization.* Gateway Journal: Journal of Association of Business Educators of Nigeria, Ogun State Chapter 1 (1), pp. 31 - 38.
14. **Olujobi, A. O. and Orija, J. I. (2007).** *Job Re-design for Secretary: A new Challenge for Personnel Manager.* Secretarial Forum – Journal for the Promotion and Advancement of Secretarial Profession (SECFORUM); The Federal Polytechnic Ede.
15. **Orija, J. I. (2007).** *An Appraisal of Secretarial Curriculum against the Present Day Requirements of Secretaries.* Journal of Business Education and Management Sciences (JOBEMS), Adeniran Ogunsanya College of Education, Otto Ijanikin, Lagos.
16. **Orija, J. I. (2007).** *Improving Performance of Students in Shorthand and Typewriting through Provision of Instructional Materials and Appointment of Seasoned Trainers.* Journal of Business Education and Management Sciences (JOBEMS Adeniran Ogunsanya, College of Education, Otto Ijanikin, Lagos.
17. **Orija, J. I. and Olujobi, A. O. (2006).** *Towards resolving Unhealthy Rivalry between Academic and Non-academic (Senior Administrative) staff in the Nigerian*

(b) Books

- (1) **Orija, J. I. (2018).** Fundamentals of Keyboarding. Published by ULTIMATE KAY Printer, Leslie Road, Ilaro, Ogun State.
- (2) **Orija, J. I. (2017).** Keyboarding Theory with Advanced Exercises for Office Managers and Business Educators; Published by Jidak Sunrise Ventures, Ijanikin, Lagos. Revised Edition.
- (3) **Olu-Ajibare, Iro-Idoro, Orija and Oluseun (2017).** Human Behaviour in Organisation. Published by OLAS Print, Shomolu, Lagos.

(c) Conference Papers

1. **Orija, J. I. and Jolaade, I. A. (2019).** Knowledge Management Audit as a Strategy for Employees Innovation Towards Organizational Productivity. Paper jointly present at An International Inter-tertiary Multidisciplinary Conference on Technological Renaissance for Innovation held at the Federal Polytechnic, Ilaro between 9th and 11th June, 2019.
2. **Orija, J. I. (2019).** Entrepreneurship and Innovation for Sustainable Economic Development. Paper presented at the First International Conference on Business and Governance organised by the Faculty of Management Sciences, University of Lagos, held between 8th and 10th May.
3. **Orija, J. I. and Jolaade, I. A. (2018).** Office Technology and Management Skill Acquisition for National and Manpower Development. Paper Jointly presented at the 14th National Conference of the Academic Staff Union of Polytechnics (ASUP) held at Yaba College of Technology, Lagos between 26th and 29th November.
4. **Orija, J. I. and Jolaade, I. A. (2018).** Entrepreneurship Development as a Tool for Global Competitiveness. Paper jointly presented at the 1st International Conference on Knowledge and Technological Innovation for Global Competitiveness, organized by the Federal Polytechnic, Ilaro, Ogun State, held between 5th and 8th November.
5. **Orija, J. I. (2018).** Entrepreneurship Development as a Cornerstone for Sustainable Economic Recovery in Nigeria. Paper presented at the 16th Annual National Conference of the School of Business Studies, The Federal Polytechnic, Ede, Osun State between 5th and 8th June.
6. **Orija, J. I. and Adelani, A. (2017).** Information Management as a Catalyst for Salvaging the Nigerian Economy. Paper to be presented at the Joint National Conference of the Schools of Pure and Applied Sciences and Communication and Information Technology, The Federal Polytechnic, Ilaro, Ogun State held between 4th and 7th December.

7. **Orija, J. I. (2017).** Strategic Management as a Veritable Tool for Revamping the Depressed Economy in Nigeria. Paper presented at the 3rd National Conference of the School of Vocational and Technical Education, Adeniran Ogunsanya College of Education, Otto/Ijanikin, Lagos, held between 13th and 16th November.
8. **Orija, J. I. & Adelani, A. (2017).** Office Technology & Management and Challenges of Higher Education Advancement. Paper presented at the ASUP 5th National Conference, The Federal Polytechnic, Ilaro, Ogun State, held between 16th and 19th October.
9. **Orija, J. I. (2016).** Entrepreneurship as a Strategy for Mass Employment in Nigeria. Paper presented at the 3rd National Conference of the Association of Business Educators of Nigeria (ABEN) Ogun State Chapter, held at Olabisi Onabanjo University, Ago Iwoye, Nigeria between 20th and 23rd September.
10. **Orija, J. I. (2015).** Information Technology as a Veritable Tool for Good Governance and Economic development of a Nation. Paper presented at the 3rd National Conference of the School of Applied Science, The Federal Polytechnic, Ilaro, Ogun State held between 15th and 18th June.
11. **Orija, J. I. (2013).** Achieving the National Transformation through Entrepreneurship Education. Paper presented at the 2nd National Conference of the School of Applied Science, The Federal Polytechnic, Ilaro.
12. **Orija, J. I. & Iro-Idoro, C. B. (2013).** An Assessment of the Quality of Office Technology and Management Graduates in Relation to Employers' Requirements. Paper presented at the 25th Annual National Conference of the Association of Nigerian Business Educators held at the University of Benin, Edo State.
13. **Iro-Idoro, C. B., Ayodele, K. O. Orija, J. I. & Okuwoga, B. (2013).** Students' Perception of Service Quality encountered and their Future Enrichment: Implication for Academic Quality Assurance in Nigerian Polytechnics. Paper presented at the 25th Annual National Conference of the Association of Business Educators of Nigeria, held at the University of Benin, Edo State.
14. **Ogungbemi, O. S., I. A. Jolaade and Orija, J. I. (2012).** Enhancing Skill Acquisition of Polytechnic OTM Students for Job Efficiency Towards the Realization of Sustainable National Development and Transformation. Paper presented at the Second National Conference of the Association of Business Educators, Ogun State Chapter, held at Tai Solarin University of Education, Ijebu Ode.
15. **Orija, J. I. (2012).** Entrepreneurship Development Towards Post-Service Life. Paper Presented at Sagamu Local Government Secretariat for Senior and Management Members of Staff.

16. **Orija, J. I. (2011).** Strategies for Coping with Challenges Facing Nigerian Polytechnics in the Implementation of NBTE Office Technology and Management (OTM) Curriculum. Paper presented at the 23rd Annual National Conference and 2nd International Conference of the Association of Business Educators of Nigerian (ABEN) held at the Faculty of Education, University of Lagos.
17. **Orija, J. I. (2011).** Towards Achieving Nigeria's Vision 20:2020 - The Office Technology and Management Education Perspective. Paper presented at the Fifth Annual National Conference of the Academic Staff Union of Polytechnics (ASUP) Ilaro, Chapter.
18. **Orija, J. I. (2010).** Entrepreneurship Development as Antidote to Unemployment of Graduate Secretaries in Nigeria. Paper presented at the 22nd Annual National Conference of the Association of Business Educators held at the Federal College of Education, Osiele-Abeokuta, Ogun State.
19. **Ogungbemi, O. S., Orija, J. I. & Iro-Idoro (Mrs) (2008).** Job Performance as the Basis for Gender Discrimination in the Employment of Secretaries in an Organization. Paper presented at the 1st National Conference of Association of Business Educators Ogun State Chapter held at Olabisi Onabanjo University, Ago-Iwoye.
20. **Orija, J. I. (2007).** Challenges and Implications of Polytechnic Education Reforms in Nigeria: The Secretarial Studies Perspective. Paper presented at the Second National Conference of Academic Staff Union of Polytechnics, Ilaro Chapter.
21. **Ogungbemi, O. S. Iro-Idoro (Mrs.) and Orija, J. I. (2007).** An Appraisal of Secondary School Students' Attitude towards Secretarial Subjects in some selected Secondary Schools in Yewa South Local Government Area of Ogun State. Paper presented at the 19th Annual National Conference of Association of Business Educators of Nigeria held at Eboyin State University, Abakaliki.
22. **Ogungbemi, O. S. Iro-Idoro (Mrs) and Orija, J. I. (2007).** An Analysis of common Errors Committed by Secretarial Studies Students during Typewriting Examinations in some selected Polytechnics in Nigeria. Paper presented at the 19th Annual National Conference of Association of Business Educators of Nigeria held at Eboyin State University, Abakaliki.
23. **Orija, J. I. (2006).** Towards Resolving Organisational Conflicts for Sustainable National Development. Paper presented at the 1st National Conference of Academic Staff Union of Polytechnics, Ilaro Chapter.
24. **Orija, J. I. (2006).** The Paradigm Shift in the Training of Secretaries from Job Seekers to Job Creators. Paper presented at the 18th National Conference of Association of Business Educators of Nigeria (ABEN) held at Rufus Giwa Polytechnic Owo.

25. **Orija, J. I. (2001).** The Role of Trade Unions in Organizational Stability. Paper presented at the 3rd National Conference, School of Management Studies, The Federal Polytechnic, Ilaro.

(d) Unpublished Project & Dissertation

1. Information Resource and Strategic Management As Predictors of Organisational Success and Survival - M.Sc Thesis, Lead City University, Ibadan, 2017.
2. Brainstorming and Direct Attention Thinking Tools as Strategies for Fostering Creativity Among Civil Servants in Ogun State, Nigeria - Ph.D Thesis at Olabisi Onabanjo University, Ago Iwoye, 2015.
3. The Role of Trade Unions in Organisational Stability and the Improvement of Labour Productivity, MPP Dissertation; Ogun State University Ago Iwoye, 2001.
4. An Evaluation of the Implementation of Business Education Programme in the Nigerian Colleges of Education – B.Ed Project University of Benin, 1991

COMMUNITY SERVICE

- Chairman, Ifesowapo Community Street Naming Committee, Ijanna Road, Ilaro
- Chairman, Ifesowapo Community Transformer Security Committee
- Member, Ifesowapo Community Development Association, Ijanna Road Ilaro
- Secretary, Oyo and Osun Progressive Union, Ilaro
- Patron, The Apostolic Church Ona Ola Assembly Choir Group Ilaro
- President, Like-Minds Club, Ilaro.

EXTRA CURRICULA ACTIVITIES

Reading, Writing and Farming

REFEREES AND THEIR ADDRESSES

1. Professor Taiwo Edun,
Former Dean, Faculty of Education,
Olabisi Onabanjo University,
Ago Iwoye,
Ogun State.
2. Professor E. A. Erwart,
Head, Department of Office and Information Management,
Lead City University,

Ibadan,
Oyo State.

3. O. S. Olugbemi,
Dean, School of Communication and Information Technology,
The Federal Polytechnic,
Ilaro,
Ogun State