



The Nigeria French Language Village

(Inter-University Centre for French Studies)

P.M.B.1011 Ajara – Badagry, Lagos State, Nigeria

The Directorate

1. Director/Chief Executive Office- The Director's office is the seat of the Chief Executive Officer of the Nigeria French Language Village and serves as the administrative head of the village.

ACTIVITIES OF THE OFFICE

As the centre of the head of the Nigeria French Language Village, the statutory activities of the office include:

- a) Routine and entertainment of internal and external stakeholders of the village such as students, contractors, government officials and members of staff of the village.
- b) Routine of internal memos and external mails such as letters from cooperate companies, Ministries, and other government parastatals and others.
- c) Routine of movement of visitors in Director's office
- d) Attending to all secretariat and administrative duties in the office.
- e) Filing and updating of file repository at Director's office
- f) And any other duties assigned to any of the office.

2. DEPUTY DIRECTOR'S OFFICE- Deputy Director's office is a unit of Directorate charged with the responsibility of assisting the Director in running the affairs of the Nigeria French Language Village. The office is headed by the Deputy Director.

ACTIVITIES OF THE OFFICE DEPUTY DIRECTOR

The Deputy Director assists the Director in running the Village. The functions are as follows:

- a) Supervising all academic-related activities;
- b) Coordination of the Research Grants Committee;

- c) Acting for the Director in his absence;
- d) Handling any other duties as may be assigned by the Director/Chief Executive.

3. **INTERNAL AUDIT UNIT** - The setting up of audit department/unit in all federal establishments, (in which Nigeria French Language Village is inclusive) was in compliance to the requirement by the Nigeria Constitution, and the Federal Republic of Nigeria Financial Regulation, to act as a watch dog on all financial transactions, to review, and appraise various management policies and regulations established for the effective running and administration of the village.

ACTIVITIES OF THE AUDIT UNIT

- a. Reviewing and appraising the internal control system in force.
- b. Safeguarding the assets of the village against theft and pilferages
- c. Ensuring that management set objectives, policies, goals and procedures are
- d. Ensuring that there is reliability in the accounting system
- e. Carrying out audit investigations as directed by the management.

4. **PROTOCOL AND PUBLIC RELATIONS UNIT**- The Protocol and Public Relations Unit is under the Directorate Department of the Village. It is saddled with protocol and public relations duties, dissemination of information, projecting the Village's image and marketing her programmes as well as her other activities through public relations.

FUNCTIONS AND RESPONSIBILITIES OF THE PPR UNIT

The functions of the Public Relations Officer include

- Establishing contact with Media Houses (making them friends and partners in progress)
- Publishing of Village Mensuel translated in French
- Informing the Village on activities and meetings in the Village.
- Publishing Bulletin
- Providing information for the Nigeria French Language Village website:
- Producing Annual Reports for the Nigeria French Language Village.

- Creating links with Courier Service Companies and the Nigeria French Language Village.
- Supervision and control of the Telephone Services and CUG intercom.
- Responsible for the placement of advertorials both in the print and electronic media.
- Writing of Press Releases for publication in the Newspapers.
- Organising Press Conferences/media briefing with the Director-General and Chief Executive.
- Ensuring media coverage for important meetings.
- In-charge of printing jobs for the Nigeria French Language Village, e.g: documents, posters, banners, Handbills, Billboards etc.
- Advising Management on relationship with the Public and Staff of the Nigeria French Language Village.
- Advising Management on activities within the Nigeria French Language Village.
- Serving as a link between the French Cultural Centre and the French Embassy
- Picking up French Village guests from the Airport and bringing them to their respective Hotels.
- Making Hotel Bookings for French Village guests.
- Making arrangements for travelling documents (e.g., Flight Ticket).
- Obtaining passports for Staff and Students crossing the border (Sémé – Togo).
- Handling excursions of Students visiting the Village. Handling travelling documents for French Village Vehicles (e.g. ECOWAS Brown Cards).
- Handling French Village Vehicles licensing and registration.
- Making proper arrangements for meeting venues. Creating links with Courier Service Companies and also responsible for mails to and from the Nigeria French Language Village.
- Ensuring the Public Address System, Electricity, Photograph/Video coverage, media coverage to conferences is provided within the Nigeria French Language Village.
- The Protocol section covers the following:
- Picking up French Village guests from the Airport and bringing them to their respective Hotels.
- Making Hotel Bookings for French Village guests.
- Making arrangements for travelling documents (e.g., Flight Ticket).
- Obtaining passports for Staff and Students crossing the border (Sémé – Togo).
- Handling excursions of Students visiting the Village. Handling travelling documents for French Village Vehicles (e.g. ECOWAS Brown Cards).
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- Making proper arrangements for meeting venues. Creating links with Courier Service Companies and also responsible for mails to and from the Nigeria French Language Village.
- Responsible for mails to and from the Nigeria French Language Village.
- In Charge of all notice boards in the Village.
- In Charge of all suggestion boxes in the Village.
- In Charge of Cotonou Post Office.

5. THE AUDIO-VISUAL UNIT - The Audio-Visual Unit is responsible for the provision, operation and maintenance of the best technical, interactive communication systems for the Social and Educational Services of the Village (NFLV),

to the entire Village inhabitant, the staff, lecturers, students and our public clients/guests.

FUNCTIONS AND RESPONSIBILITIES OF THE AUDIO-VISUAL UNIT

- Provision and operation of Public Address System(PAS),Video Coverage, recordings and playbacks during all Village Events, Ceremonies, Seminars, Lectures and Social-Activities.
- Distribution of French Tv and Satellite Signals for reception through a Network to all Classrooms, Hostels and offices in the Village. This network is operated and maintained regularly, especially for important broadcast, sports and French Educative Programmes.
- Operation and maintenance of the Language Laboratory Systems for student classroom teachings and the Oral examinations.
- Provision, Operation and Maintenance of the Language Interpretation Systems, for students Classroom teachings, practical and examinations, and also when hired out for usage at events, seminars, lectures, meetings and conferences outside the village.
- Operation and maintenance of the Interactive Smart boards and eBeam Board used for Students Lectures, seminars and meetings presentations.
- Audio and Video Recordings, Editing and Post-Productions. These are Studio works usually carried out after Video Coverage and outside recordings. The Language Laboratory Exams are also usually recorded in the Studio.

From the above, it become necessary for AV personnel to be available at every hour of the day, even at most weekends and on public holidays.

6. **THE SECURITY UNIT** - The Security Unit is saddled with the responsibility of protecting life and property. Their duty is to watch over the physical assets of Nigeria French Language Village and to ensure that, persons that are likely to cause the breach of the peace of the Village are not allowed entry into the premises of the Village. To this effect, 24/7 surveillance, monitoring and patrol are in place. There is round the clock access control of the main gate and the back gate. The Security Unit main duty is to enforce management rules and regulations.

FUNCTIONS AND RESPONSIBILITIES OF THE SECURITY UNIT

- Pedestrians coming to the village are interviewed directly at either of the gates to ascertain their mission to the village.
- Enforcement of visitors registration by filling our visitors' book
- Enforcement of discipline among students.
- Police and host community security relation.

7. **ACADEMIC PLANNING UNIT** - The "Academic Planning Units" in Nigerian Institutions are strategic units under the office of the Chief Executive officer for programs; planning and quality assurance functions in pursuant to the achievement of the vision and of the institution.

The Academic Planning Unit of the Nigerian French Language Village monitors the growth and development of the institution's Language immersion and outreach programmes. It is involved in strategies of coping with the harsh realities and external threats to the institutions mandate.

FUNCTIONS AND RESPONSIBILITIES OF THE ACADEMIC PLANNING UNIT

- a. **Data Generation and Analysis**
- b. **Collation and Capturing of Data**
- c. **Liaison with Relevant Bodies**

8. **DEPARTMENT OF FRENCH FOR SPECIAL PURPOSES (FSP)**- To ensure that, within the shortest possible time an increasing number of Nigerians attain functional literacy in French, using broad- based learner friendly French Language and French Language- related curricula.

FUNCTIONS AND RESPONSIBILITIES OF THE FSP DEPARTMENT.

1.0. PROGRAMMES OF THE DEPARTMENT

The following are the activities carried out by the department:

A. RESIDENTIAL PROGRAMMES

1. DIPLOMA

This residential programme with duration of 9 months is geared towards preparing students to acquire desired Language competence. Those who obtain the Diploma Certificate can be admitted to universities through the direct entry.

2. CERTIFICATE IN FRENCH (MODULE I, ii, iii)

This is also a residential programme in 3 modules with duration of 3 months each. It centres on the provision of proficiency in French Language. On request, the 3

modules certificates could be converted to Diploma Certificate if the student scores a minimum of 60%.

B. NON RESIDENTIAL PROGRAMMES

1. EVENING PART-TIME PROGRAMME

It is an intensive programme designed for all learners with or without prior knowledge of French Language. The programme takes place twice a week on Tuesday and Thursday evening (5pm-8pm) Certificates are awarded at the successful completion of the course.

2. WEEKEND PART-TIME PROGRAMME

This programme is organized for professionals who are busy during week. It takes place on Saturday for 6hours (9am-12noon) (1pm-4pm). These are programmes of four months per module.

3. TRAINING OF FRENCH LANGUAGE TEACHERS

Workshops are organized for training and re-training of teachers of Primary and Secondary Schools in the Federation.

C. CUSTOMISED PROGRAMMES

These are special programmes which are organised for various groups and individuals on request. The durations of the programmes vary according to the desire of the clients.

Short-term linguistic programmes are also organized on request for different sectors of the society. They are namely:

- °Secondary school students.
- °Federal Training centres.
- °Various military outfits.

D. OTHER FSP DEPARTMENT PROGRAMMES

To encourage students to develop interest in the importance of French Language, two holiday camps are organized annually by the Village, namely:

- a. Easter International Holiday Camp: Organized for Primary and Secondary schools. It is held annually outside Nigeria e.g. Benin, Togo.
- b. Residential International Summer Holiday Camp: Organized for Primary and Secondary School students and youth from within and outside Nigeria.

9. **THE COMPUTER SERVICES UNIT** - The Computer Services Unit is one of the units under the Directorate Department of the Nigeria French Language Village. The unit offers services to all other departments/units wherever Computers are being used as a working tool.

FUNCTIONS AND RESPONSIBILITIES OF THE CSU.

- (A) Repair and maintenance of Village Computer hardware facilities - (Systems, Printers and UPSs).
- (B) Repair and maintenance of Computer Networks (wired and wireless).
- (C) Cyber café Services (available only to students of the Village).

- (D) Students online registration services.
- (E) Support Services to Computer users
- (F) Production of staff and students Identity Cards.