



## **Nigerian Institution of Civil Engineers**

### **INTERNAL AND EXTERNAL ADVERTISEMENT VACANCY FOR THE POST OF EXECUTIVE SECRETARY**

#### **DUTIES:**

The job of the Executive Secretary is a full-time duty and is on the spot Administrative Officer at the National Headquarters of the Institution in Abuja and shall be answerable through the National Chairman to the Executive Committee and National Council. The successful candidate shall carry out oversight functions of a secretary at all meetings of the Institution presided over by the National Chairman or Chairman of the Board of Trustees and leadership of staff at the National Headquarters in achieving the objectives of the Institution from time to time.

#### **QUALIFICATIONS :**

- ( i ) The candidate should possess a Bachelor's degree in Civil Engineering and should be at least a Corporate Member of NSE and NICE and must be registered with COREN
- ( ii ) The Candidate should have a minimum of ten (10) years of post-qualification / practicing experience
- (iii) The Candidate should have proficient experience in the use of computer.

#### **TERMS OF APPOINTMENT:**

- ( i ) The Candidate must be resident in Abuja.
- ( ii ) The appointment is for six ( 6 ) months subject to review for confirmation thereafter.
- ( iii ) The salary is attractive with accompanying benefits.

#### **SUBMISSION OF APPLICATION :**

Scanned application letter and CV should be forwarded to : [yadandidi@yahoo.com](mailto:yadandidi@yahoo.com)

**DEADLINE FOR SUBMISSION:** 20<sup>th</sup> December 2018

**ONLY SHORTLISTED CANDIDATES WILL BE INVITED FOR INTERVIEW. THE AG. ES WHOSE APPOINTMENT ELAPSED ON THE 31<sup>ST</sup> OF OCTOBER 2018 AND EXTENDED TO 31<sup>ST</sup> DECEMBER, 2018 MAY ALSO REAPPLY FOR CONSIDERATION.**

**Signed :**

**National Chairman**