



## VACANCIES

Our client, a major Business Membership Organisation in Nigeria with international affiliations, in response to business growth, is building up its HR capacity with recruitment in the following positions:

### 1. DIRECTOR, MEMBERSHIP & BRANCH DEVELOPMENT

The Director, Membership & Branch Development heads a critical department in the organization. The director oversees all aspects of membership development, including recruitment of new members, retention of existing members and supervision of the regional offices; develops plan and execute strategies and initiatives to grow the membership base; develops strategies for the creation of new branches all over the country

#### Competency and Skills Requirement

In-depth understanding of industry trends and ability to identify new opportunities to grow business.

#### Academic & Professional Requirements

- Bachelor's degree in Business Administration, Management or related disciplines
- Post-graduate degree in the above or related disciplines
- Member of a relevant Professional Body.

#### Experience

- Minimum of fifteen (15) years relevant experience, with at least 3 years in a Director position and 5 years in Membership Marketing or related field
- Experience in a Business Membership Organisation will be an added advantage.

### 2. DIRECTOR, RESEARCH & ADVOCACY

The Director of Research and Advocacy provides strategic and operational oversight for research, surveys and advocacy programmes, events and publications required to promote the mandate of the organization; manages and supervises the research and advocacy activities and programmes, economic publications, and any other related activities that enhance or increase the growth of membership for the organisation oversees the research team in steering and conducting research on relevant topical issues bothering on corporate governance, ethics, leadership and the economy.

#### Competency and Skills Requirement

In-depth understanding of industry trends and ability to identify new opportunities to grow business as well as strategic and holistic thinking skills.

#### Academic & Professional Requirements

- Bachelor's degree in Law, Economics, Political Science, Business Administration, Management or related fields
- A Post-graduate degree in any related field will be an added advantage
- Member of a relevant Professional Body.

#### Experience

- Minimum of fifteen (15) years relevant experience, with at least 3 years in a Director position and/or 8 years in a managerial position
- Experience in a Business Membership Organisation will be an added advantage.

### 3. HEAD, CORPORATE AFFAIRS & PROGRAMMES

Head, Corporate Affairs and Programs is a Senior Manager position. The Head builds networks with key industry players and relevant government functionaries to create a positive identification for the organization; initiates and develops events that create enthusiasm and provide an avenue to communicate and promote the corporate brand and mandate of the organization develops and oversees the implementation of an annual Corporate Affairs and Programs strategy and coordinates the development of an annual programs calendar detailing all the organisation's programs and events for the year; manages all public relations and external communication of the organisation, especially, media management including online and traditional media, social media; proactively identifies reputational risk issues and sponsorship opportunities for the organization.

#### Competency and Skills Requirement

Excellent people management skills and ability to effectively collaborate with cross-functional and business teams, as well as Program Management and Organizational Skills.

#### Academic & Professional Requirements

First degree in Mass Communication, Management or related disciplines

A Post-graduate degree will be an added advantage

Professional Certification would be an added advantage.

#### Experience

- Minimum of ten (10) years relevant experience in Events Programming, Corporate communications, with at least

5 years Management experience overseeing programs and budgets.

### 4. MANAGER, TRAINING & CAPACITY DEVELOPMENT

The Manager, Training and Capacity Development provides input in the designing, implementation and evaluation of training programs and initiatives; implements strategies and initiatives to increase the uptake of training programs in the head office and regional offices.

The Manager develops annual training plan and training curriculum for open, in-plant, advisory and e-learning programs in alignment with the strategic objectives of the organisation; liaises with the Research and Advocacy department to conduct research, in order to guide the development of training programs that key into the needs of members and target clients (non-members) of the organisation.

#### Competency and Skills Requirement

Well-developed leadership and project management skills; strong interpersonal and stakeholder management skills.

#### Academic & Professional Requirements

- Bachelor's degree in any Social Sciences discipline
- A Post-graduate degree or Professional Certification will be an added advantage.

#### Experience

- Minimum of ten (10) years relevant experience with at least 3 years in management position
- Experience in a Business Membership Organisation will be an added advantage.

### 5. MANAGER, RESEARCH AND ADVOCACY MANAGER

The Manager, Research & Advocacy identifies and conducts Research and Surveys in relevant areas; prepares Research and Position Papers; implements advocacy strategies and programmes; supervises advocacy programmes' communications, public relation activities, and any other related activities that enhance and increase the growth of membership for the organisation.

#### Competency and Skills Requirement

Experience in the use of research and evaluation tools and ability to integrate various research findings to derive insights and trends; ability to anticipate members and client's needs and develop supporting programmes/solutions; and proficiency in writing speeches, position papers, reports and communiques on advocacy or related matters.

#### Academic & Professional Requirements

- Bachelor's degree in any Social Science or related discipline.

#### Experience

- Minimum of eight (8) years' relevant experience
- Experience in a Business Membership Organisation will be an added advantage.

### 6. EXECUTIVE ASSISTANT TO THE DG/CEO

The Executive Assistant provides administrative and technical assistance to the Director General/CEO; supports the seamless execution of the functions of the CEO. The Executive Assistant follows up on contacts made by the CEO and supports new and ongoing relationships; regularly produces various content types, including email, social media posts, blogs and white papers; and collaborates with other departments as necessary to create innovative content ideas.

#### Competency and Skills Requirement

Excellent knowledge of office management systems and procedures and exposure in writing, coordination and office administration.

#### Academic & Professional Requirements

- Bachelor's degree in Law, Economics, Mass Communication, Business Management, Administration or any other Social Science discipline.
- Certification/Courses in Office management, Administration and Executive/ Personal Assistant will be an added advantage.

#### Experience

- Minimum of eight (8) years Post-qualification experience, with at least 2 years in a managerial position
- Experience in a Business Membership Organisation will be an added advantage.

### 7. LEGAL OFFICER

The Legal Officer manages and supports the Secretary to the Governing Council in the oversight of all internal and external legal and regulatory operations, including review of agreement contracts and provision of legal advisory services for the organization.

The Officer has responsibility for monitoring legislation and government regulations on an ongoing basis, in order to identify areas that may impact the operations of the organisation; formulating and implementing legal strategies and ensuring compliance with all legal and corporate governance requirements.

#### Competency and Skills Requirement

Knowledge and understanding of principles of law and procedures in Nigeria and relevant legal requirements and statutory provisions.

#### Academic & Professional Requirements

- Bachelor of Law Degree
- Admission to practice Law in Nigeria

#### Experience

- Minimum of five (5) years Post-qualification experience
- Experience in a Business Membership Organisation will be an added advantage.

### 8. PROGRAMS AND EVENTS OFFICER, NORTHERN ZONE (ABUJA)

The Programs & Events Officer, Northern Zone supports the Head, Corporate Affairs and Programs and the Assistant Director, Membership and Branch Development in monitoring and coordinating the successful planning and execution of all events and Programs in the Northern Zone; and in implementing communication and public relations strategies in the Zone.

#### Competency and Skills Requirement

Excellent people skills, and the ability to effectively collaborate with cross-functional and business teams.

#### Academic & Professional Requirements

- Bachelor's degree in Management or related disciplines
- A Post-graduate degree and Professional Certification will be an added advantage

#### Experience

- Minimum of five (5) years relevant experience in Events Programming, Corporate communications.
- Working knowledge of the Northern part of the country would be an added advantage.

### 9. RESEARCH AND ADVOCACY OFFICER

Research and Advocacy Officer assists with the preparation and release of Research Papers and the implementation of advocacy strategies and programmes. The officer has responsibility for administrative and on-the-ground logistics of Research and Advocacy function; and liaises with the Corporate affairs and Programmes department in sourcing and engaging the services of prospective speakers for programmes.

#### Competency and Skills Requirement

Knowledge and understanding of Research and Advocacy function; corporate communications and public relations; and excellent communication and organizational skills.

#### Academic & Professional Requirements

- Bachelor's degree in Economics or any Social Science discipline.

#### Experience

- Minimum of three (3) years Post-qualification in Research and Advocacy or related fields.

### METHOD OF APPLICATION

Suitable applicants are to apply online:

Portal Information:

<http://dragnetscreening.ng/home/Wealthstream>

Contact Email Address: [info@dragnet-solutions.com](mailto:info@dragnet-solutions.com)

Contact Numbers: 07088609791 and 07011962033

Applications will be received over a period of **two weeks** from the date of publication

Please note that **Only** shortlisted candidates would be contacted.