

NIGERIAN INSTITUTE OF ELECTRICAL AND ELECTRONIC ENGINEERS

www.nieee.org.ng

VACANCY FOR THE POSITION OF AN EXECUTIVE SECRETARY LOCATION – ABUJA

The **NIGERIAN INSTITUTE OF ELECTRICAL AND ELECTRONIC ENGINEERS**, a professional body of Electrical and Electronic Engineers dedicated to the promotion of activities that would enhance and promote professionalism, improve the welfare and solidarity of her members is seeking an experienced, highly organized, efficient, confidential and skilled Executive Secretary (ES) to manage the day-to-day administrative tasks and to provide administrative support to our Executive Management Team for a tenured appointment.

The successful candidate will be responsible for providing exceptional administrative support, ensuring seamless communication and maintaining confidentiality.

KEY RESPONSIBILITIES:

- Manage the secretariat and the Executive Management Team's schedules, appointments and meetings.
- Prepare, edit correspondence, reports and presentations.
- Handle confidential and sensitive information with discretion.
- Develop and implement effective filing and record keeping systems.
- Coordinate travel arrangements and itineraries.
- Provide administrative support for special projects and events.
- Provide a high level of professionalism and confidentiality.
- At all times be accountable to the President and Executive Committee.
- Shall also meet other requirements as contained in the Constitution of the Institute

REQUIREMENTS:

To qualify for the position of the Executive Secretary, a candidate amongst others:

- Shall be a Registered Electrical and Electronic Engineer and a **FELLOW** of the Nigerian Institute of Electrical and Electronic Engineers.
- Must not be more than 55 years of age at the point of appointment.
- Shall be Proficient in Microsoft Office Suite (Word, Excel, PowerPoint etc.) with excellent communication, organizational and time management.
- Shall have the ability to work under pressure and meet deadlines.
- Shall possess high level of discretion and confidentiality.

TENURE:

The tenure shall be three (3) years which shall be renewable for one (1) additional year on account of good performance.

HOW TO APPLY:

Interested, motivated and experienced candidates are to **submit their application letter and Curriculum Vitae (CV) to president@nieee.org.ng**

All applications are to be submitted on or before **Friday, 23rd August 2024.**

SIGNED

Engr. Felix. O. Olu FNIEEE

President, NIEEE