



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA

REQUEST FOR PROPOSALS FROM MEMBER FIRMS OUTSIDE ‘THE BIG 4’ FOR PROVISION OF CONSULTANCY ASSISTANCE ON RECRUITMENT INTO IDENTIFIED VACANT POSITIONS IN THE SECRETARIAT

As a result of ongoing organization development initiatives and the need for more effective pursuit of the Institute’s mission-critical objectives, a number of exciting career opportunities have emerged for suitable candidates in the Institute’s Secretariat.

Consequently, **the Institute is inviting experienced registered member firms outside ‘The Big 4’** with proven track records in professional recruitment services to assist in sourcing suitable candidates for the below listed vacant positions in the its Secretariat:

A	TECHNICAL POSITIONS (Must be filled by professionally qualified members)			
	Directorate/Department / Unit	Position	Grade Proposed	Total Number to Source By Position
1	Examinations	Exams Specialists	Manager - Senior Manager	3
2	Faculties	Subject Matter Experts	Manager – Senior Manager	6
3	Research & Technical	Director, Research & Technical	Director	1
4	Research & Technical	Research Fellow	Director	1
5	Research & Technical	Managers, Research & Technical	Manager	2
6	Practice Monitoring	Managers, Practice Monitoring	Manager	6
7	ATSWA	Officers	Deputy Manager – Manager	2
8	Office of Registrar / Chief Executive	Technical Assistant to Registrar/ Chief Executive	Manager	1
Total for Technical Positions				22
B.	OTHER POSITIONS			
9	Human Resources & Admin. Directorate	Head, HR & Admin. Directorate	Assistant Director – Deputy Director	1
10	General Services	Company Secretary	Deputy Manager – Manager	1
11	Legal Services	Legal Officers	Assistant Manager	3
12	Corporate Services (Abuja)	NASS Officer	Manager – Senior Manager	1
13	Corporate	Marketing Officer	Assistant	1

	<i>Communications & Marketing (CCM)</i>		<i>Manager – Deputy Manager</i>	
14	<i>Corporate Communications & Marketing (CCM)</i>	<i>Corporate Communication Officers</i>	<i>Assistant Manager – Deputy Manager</i>	4
15	<i>Liaison Office – Kano</i>	<i>ICAN Liaison Officer, Kano</i>	<i>Officer – Assistant Manager</i>	1
16	<i>Liaison Office – Enugu</i>	<i>ICAN Liaison Officers, Enugu</i>	<i>Officer – Assistant Manager</i>	2
17	<i>Liaison Office – Port Harcourt</i>	<i>ICAN Liaison Officers, Port Harcourt</i>	<i>Officer – Assistant Manager</i>	2
18	<i>Librarian</i>	<i>Librarians</i>	<i>Officer – Assistant Manager</i>	2
19	<i>Administration</i>	<i>Maintenance (Electrical Engineer/Technician)</i>	<i>Assistant Supervisor - Officer</i>	1
20	<i>Internal Audit</i>	<i>Systems Auditor</i>	<i>Assistant Manager – Deputy Manager</i>	1
21	<i>Information Technology</i>	<i>IT Officers</i>	<i>Officer – Assistant Manager</i>	2
	Total for Other Positions			22
	Sum Total for Technical and Other Positions			44

Interested member firms outside 'The Big 4' are to forward electronic copies of their technical and financial proposal detailing the proposed approach, work plan, timelines, proposed fees etc to recruit4ican@ican.org.ng not later than January 21, 2019.

Should you require any additional information in respect of this request for proposal, please do not hesitate to contact the **Director, HR & Admin. on +234-905-3847-519.**

Thank you.

John Evbodaghe, MBA, FCA
Registrar/Chief Executive