



# THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA

(Established by Act of Parliament No 15 of 1965)

## INTERNAL AND EXTERNAL ADVERTISEMENT FOR RECRUITMENT OF CONFIDENTIAL SECRETARIES

The Institute seeks to urgently recruit suitably qualified candidates to fill existing vacancies into the position of CONFIDENTIAL SECRETARIES across different departments in its Secretariat.

### REQUIREMENTS

Eligible candidates must possess:

- *A minimum of OND in Secretarial Studies or related Discipline(s) and not older than 30 at the time of application*

#### Essential Attributes/ Competences:

- Good command of English (written and spoken)
- PC Skills with high level of proficiency in Ms Suite (Word, Excel & PowerPoint)
- Excellent organization and Interpersonal skills
- Good communication, presentation and report writing skills

#### Desirable Attributes:

- Personal integrity
- Speed writing skill
- High sense of responsibility and must be a good team player

### METHOD OF APPLICATION

Prospective candidates are to forward their application (by e-mail to [recruitment@ican.org.ng](mailto:recruitment@ican.org.ng)) and attach a copy of their updated resumes in Ms Word format.

#### Applications must be addressed to:

##### Registrar/Chief Executive

The Institute of Chartered Accountants of Nigeria  
PC 16, Idowu Taylor Street,  
Victoria Island  
Lagos.

All applications must be received within two weeks of this advertisement.