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) 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.