



OVERVIEW & JOB OBJECTIVE					
Job Title	Team Lead, Research, Standards, & Knowledge Management	Pay Range (Annual Gross)	N5.5M – N6.1M	Location	Lagos
Grade Level	Manager				
The purpose of this job shall be to:					
The Team Lead, Research, Standards, Knowledge Management job role exist to increase the visibility of the Institute via the production and distribution of quality research and publication outputs that support the building of world class capabilities and knowledge and the deployment of framework for knowledge management and dissemination and the development of standards of HR practice.					
EQUAL OPPORTUNITY STATEMENT					
We are an equal-opportunity workplace and an affirmative-action employer. We encourage applications from suitable candidates, irrespective of physical ability/disability, colour, tribe, race, religion, marital status, pregnancy or other status protected under the law.					
REPORTING RELATIONSHIPS					
Reports to	Director, Professional Standards & Development	Supervises	<ul style="list-style-type: none"> Research & Standards Executive Librarian 		
JOB DUTIES / RESPONSIBILITIES / ACCOUNTABILITIES					
Internally Relates with	<ul style="list-style-type: none"> Internal Stakeholders 	Externally Relates with	<ul style="list-style-type: none"> Professional Members Universities Examiners National & International Professional Institutes, e.t.c 		
PRINCIPAL ACCOUNTABILITIES & RESPONSIBILITIES					
	<p>Key Responsibility Areas</p> <p>Research, Standards, Knowledge Management</p> <ul style="list-style-type: none"> Lead the Institutes efforts in promoting/coordinating industry wide and national research activities and services relating to the practice of human resource management. Lead on drafting, updating, editing and translating generic and core HR standards, for both practice and certification, after due research and consultations with certification organizations, the Institute’s stakeholders and other organizations and persons as appropriate. Draw up strategies and plans for researching people and business management issues. Initiate and develop research topics and review research studies in relevant and priority areas of interest. 				

CIPM House, 1 CIPM Avenue, Central Business District, Alausa, Ikeja, Lagos.

CIPM House, Plot 12, Benghazi Street, Wuse Zone 4, Abuja.

Tel: 07001237555, **Email:** info@cipmnigeria.org, www.cipmnigeria.org

PRESIDENT: MR. OLUSEGUN MOJEED, **FCIPM**, **VICE PRESIDENT:** MR. HENRY UNUAKPOR, **MCIPM**, **NATIONAL TREASURER:** MRS. OGOCHUKWU EGBUONU, **MCIPM**, **REGISTRAR/CHIEF EXECUTIVE:** MS. OLUWATOYIN NAIWO, **FCIPM**



	<ul style="list-style-type: none"> • Develop and supervise research effort/activities aimed at solving specific problems or addressing specific needs in the local/global environment. • Manage and follow through research projects and reviews reports on research carried out. • Monitor the development of relevant HR and related research topics and ensures the Institute keeps abreast with current developments world-wide on all relevant HR practices applicable in the Nigerian context. • Set standards and procedures for the conduct of research in the Institute including standards on authors, reviewers, and printers to ensure research materials are adequate to CIPM's research needs. • Advise other departments on scientific research methodology, measurement, inferential logic, and statistical procedures. • Provide content knowledge gained from prior training, experience, literature reviews, and research studies. • Teach various audiences about research and evaluation methods and best practices. • Present information and guidance about research methodology, data collection, analysis, and interpretive processes. • Comparative analysis of the Institutes standards and other standards and contribute to defining relationships between them. • Contribute to discussions on standards and policies guiding the HR practice in Nigeria, in particular within the framework of the Institutes mandate.
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PERSON SPECIFICATION

Knowledge, Technical Skills and Attitudes

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| <p>1. Building Collaborative Relationships: The ability to develop, maintain, and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support to the business.</p> <ul style="list-style-type: none"> - Ability to develops and maintain a vibrant, long-term network of relationships with individuals from multiple constituencies. - Has a successful track record of developing, managing, growing, and institutionalizing complex relationships on behalf of the company. <p>2. Communication: The ability to plan and deliver oral and written communications that make an impact and persuade their intended audiences.</p> | <p>3. Emotional intelligence – being able to understand and manage your own and others’ emotions, and their effect on behaviors and attitudes.</p> <p>4. Customer Orientation: The ability to demonstrate concern for satisfying one’s external and/or internal customers.</p> <p>5. Achieving results: Sets realistic targets for himself/herself and for the team; ensures availability of resources and supports staff members in achieving results. Monitors progress and performance; evaluates achievements and integrates lessons learned.</p> |
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Experience

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- Minimum of 7 years experience in Research relating to Human Resource Management, Training and Development, Performance Management, Compensations and Benefits, Research, Change Management, Organizational Design and Organizational Effectiveness (OD/OE) and HR Consulting
- Knowledge of Nigerian labour laws, ILO, and global HR best practices

Qualifications

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|---|---|
| 1. Bachelor's degree in social Sciences, Arts, Business management, Personnel/HR management, or related discipline. | 2. A certified member of a CIPM is required |
| | 3. Masters degree would be an added advantage |

Other Requirements

- Computer Literate: Excel, Word, Outlook, and MS Office

PHYSICAL REQUIREMENTS

Location	Office Based	Both Office & Field Based		Field Based
	<input type="checkbox"/>			<input type="checkbox"/>
Travel	None	0% - 30%	31% - 60%	61% - 100%
	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>
Work Cycle/Days	Mondays – Fridays			

Application Process

- Method of Application: Send your CV quoting the appropriate Job Title to recruitment@cipmnigeria.org
- Application Deadline: **Friday, 23rd February 2024**

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