

OVERVIEW & JOB OBJECTIVE					
Job Title	Examinations Officer	Pay Range (Annual Gross)	N1.4M – N1.7M	Location	Lagos
Grade Level					
The purpose of this job shall be to:					
<ul style="list-style-type: none"><li>The Examination Officer job exists to provide data gathering, analysis, documentation, and administrative support in the certification and examinations processes of the Institute to preserve the integrity, quality, and prestige of Institute membership and HR practice.</li></ul>					
EQUAL OPPORTUNITY STATEMENT					
We are an equal opportunity workplace and an affirmative-action employer. We encourage applications from suitable candidates, irrespective of gender, physical ability/disability, colour, tribe, race, religion, marital status, pregnancy, or other status protected under the law.					
REPORTING RELATIONSHIPS					
Reports to	Team Lead, Professional Examinations		Supervises	N/A	
JOB DUTIES / RESPONSIBILITIES / ACCOUNTABILITIES					
Internally Relates with	<ul style="list-style-type: none"><li>Internal Stakeholders</li></ul>		Externally Relates with	<ul style="list-style-type: none"><li>Professional members,</li><li>universities,</li><li>committees,</li><li>examiners,</li><li>National and international professional institutes</li><li>other clients of the Institute.</li></ul>	
PRINCIPAL ACCOUNTABILITIES & RESPONSIBILITIES					
	<u>Summary Examination and Certification Administration (Pre-Exams)</u> <ul style="list-style-type: none"><li>Registration of all eligible candidates for the Institute examinations.</li><li>Provide documentation and administrative support to facilitate the setting of all examinations, testing, and qualification screenings to be conducted by the Institute.</li><li>Provide logistics support for the conduct, supervision/monitoring of examination question settings.</li><li>Provide logistics support in the authoring of questions and overseeing the necessary payments.</li><li>Undertake exam registration procedures, including receiving and collating registration forms, entering and retrieving data on registration portals for payments and exams correspondence.</li><li>Ensure that login complaints are attended to within the stipulated timeline.</li></ul>				

	<ul style="list-style-type: none"> <li>• Ensure all registered candidates are scheduled for the exams and they receive their log in details.</li> <li>• Populate the standard template for the registered candidates per diet.</li> <li>• Support in the development of the examination survey link for student feedback per diet.</li> <li>• And other related exam delivery, post-exam exam and customer service functions.</li> </ul>		
<b>PERSON SPECIFICATION</b>			
<b>Knowledge, Technical Skills and Attitudes</b>			
<b>1. Relationship Management:</b> 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. <ul style="list-style-type: none"> <li>- Ability to develop and maintain a vibrant, long-term network of relationships with individuals from multiple constituencies.</li> <li>- Has a successful track record of developing, managing, growing, and institutionalizing complex relationships on behalf of the company.</li> </ul>		<b>3. Computer Skills</b> – Proficiency in computer skills is essential for handling various tasks, such as data entry, document creation, email communication, and using specialized software or tools.	
<b>2. Teamwork:</b> The ability to work collaboratively with others to achieve common goals. It involves communication, cooperation, and mutual respect within a team.		<b>4. Customer Orientation:</b> The ability to demonstrate concern for satisfying one's external and/or internal customers.	
		<b>5. Methodical and well-organized approach of supervision:</b> The ability to manage tasks and people in a structured and efficient manner.	
<b>Experience</b>			
<ul style="list-style-type: none"> <li>• Minimum of 1 year post-graduation experience on a similar role in a reputable organization</li> </ul>			
<b>Qualifications</b>			
1. B.Sc. in Business Management, Personnel/ HR Management or its equivalent		Associate Member of CIPM is required .	
<b>Other Requirements</b>			
<ul style="list-style-type: none"> <li>• Computer Literate: Excel, Word, Outlook, MS Office</li> </ul>			
<b>PHYSICAL REQUIREMENTS</b>			
<b>Location</b>	Office Based <div style="text-align: center;">✓</div>	Both Office & Field Based <div style="text-align: center;">□</div>	Field Based <div style="text-align: center;">□</div>



<b>Travel</b>	None <input type="checkbox"/>	0% - 30% ✓	31% - 60% <input type="checkbox"/>	61% - 100% <input type="checkbox"/>
<b>Work Cycle/Days</b>	Mondays – Fridays			

### **Application Process**

- Method of Application: Send your CV quoting the appropriate Job Title to [recruitment@cipmnigeria.org](mailto:recruitment@cipmnigeria.org)
- The deadline for submission is **Friday, 18th July 2025; only shortlisted candidates will be invited.**