



OVERVIEW & JOB OBJECTIVE					
Job Title	Programs & Event Management Specialist	Pay Range (Annual Gross)	5m-6m	Location	Lagos, Head Office
Grade Level					
<p>Background:</p> <p>The CIPM is the umbrella Association for Practitioners of People Management with the vision to be the Institute of Choice for People Management.</p> <p style="text-align: center;">At the CIPM: We care for our People We partner to build their Careers and Together we strive for EXCELLENCE “We focus on building people, so our people will focus on building our Institute”</p> <p>The purpose of this job shall be to:</p> <ul style="list-style-type: none"> To plan, organize and deliver all logistical and organizational arrangements to ensure the successful execution of all major CIPM programs and events. 					
EQUAL OPPORTUNITY STATEMENT					
CIPM is an equal opportunity workplace and an affirmative action employer. We encourage applications from suitable candidates, irrespective of gender, physical ability/disability, color, tribe, race, religion, marital status, pregnancy or other status protected under the law.					
REPORTING RELATIONSHIPS					
Reports to	Team Lead, Corporate Services	Supervises	None		
JOB DUTIES / RESPONSIBILITIES / ACCOUNTABILITIES					
Internally Relates with	<ul style="list-style-type: none"> All staff 	Externally Relates with	<ul style="list-style-type: none"> Service Providers Corporate bodies Institute members, etc 		
SUMMARY OF PRINCIPAL ACCOUNTABILITIES & RESPONSIBILITIES					
Membership Care and Administration	<ul style="list-style-type: none"> Plan and organize the delivery of CIPM programs and events including the annual conference. Ensure all CIPM events, both internal & external, meet agreed corporate standards including decoration, refreshments, program and other associated materials such that there is zero brand dilution and maximum mileage and brand enhancement. Coordinate outsourced services as it relates to events organisation, ensuring that the suppliers are promptly paid and CIPM gets full value within the context of the service level agreements. Constantly monitoring and eliminating waste through innovative cost saving mechanisms. Ensure hitch free coordination of all events execution requirements on behalf of CIPM Constantly seek ways to contribute to and improve CIPM programs quality objectives and the quality management systems as applicable to function. Liaise with interfacing departments to define, appraise or evaluate current service levels or processes for improvement. Review and implement CIPM’s policies on events and program delivery Deliver quality events that meet the expectations and purpose intended and service delivery standards on time and in full for all function queries. 				



	<ul style="list-style-type: none"> Responsible for handling, resolving and responding to logistics requests promptly from all stakeholders. 		
KEY PERFORMANCE INDICATORS			
Operational Targets	<ul style="list-style-type: none"> Membership/Stakeholder Internal Business Process Organizational Capacity 		
PERSON SPECIFICATION			
Knowledge, Technical Skills and Attitudes			
<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 develop 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>	
Experience			
<ul style="list-style-type: none"> HND/bachelor’s degree in business management/administration, Social Sciences, Marketing or related discipline 			
Qualifications			
1. Minimum of 5 years post-graduation experience on a similar role in a reputable organization		2. Professional membership of CIPM is an added advantage.	
Other Requirements			
Proficient in the use: Computer Literate: Excel, Word, Outlook and PowerPoint.			
PHYSICAL REQUIREMENTS			
Location	Office Based <input type="checkbox"/>	Both Office & Field Based <input checked="" type="checkbox"/>	Field Based <input type="checkbox"/>
Travel	None <input type="checkbox"/>	0% - 30% <input checked="" type="checkbox"/>	31% - 60% <input type="checkbox"/>
Work Cycle/Days	Mondays – Fridays		



Application Process

- Method of Application: Send your CV quoting appropriate Job title to humanresources@cipmnigeria.org
- Application Deadline: **Thursday, May 14th, 2026**
- Remuneration: We value our employees, and the role comes with attractive compensation, benefits and a great work environment.