



OVERVIEW & JOB OBJECTIVE					
<b>Job Title</b>	Programs & Event Management Specialist	<b>Pay Range (Annual Gross)</b>	5m-6m	<b>Location</b>	Lagos, Head Office
<b>Grade Level</b>					
<p><b>Background:</b></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><b>The purpose of this job shall be to:</b></p> <ul style="list-style-type: none"> <li>To plan, organize and deliver all logistical and organizational arrangements to ensure the successful execution of all major CIPM programs and events.</li> </ul>					
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					
<b>Reports to</b>	Team Lead, Corporate Services	<b>Supervises</b>	None		
JOB DUTIES / RESPONSIBILITIES / ACCOUNTABILITIES					
<b>Internally Relates with</b>	<ul style="list-style-type: none"> <li>All staff</li> </ul>	<b>Externally Relates with</b>	<ul style="list-style-type: none"> <li>Service Providers</li> <li>Corporate bodies</li> <li>Institute members, etc</li> </ul>		
SUMMARY OF PRINCIPAL ACCOUNTABILITIES & RESPONSIBILITIES					
<b>Membership Care and Administration</b>	<ul style="list-style-type: none"> <li>Plan and organize the delivery of CIPM programs and events including the annual conference.</li> <li>Ensure all CIPM events, both internal &amp; 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.</li> <li>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.</li> <li>Constantly monitoring and eliminating waste through innovative cost saving mechanisms.</li> <li>Ensure hitch free coordination of all events execution requirements on behalf of CIPM</li> <li>Constantly seek ways to contribute to and improve CIPM programs quality objectives and the quality management systems as applicable to function.</li> <li>Liaise with interfacing departments to define, appraise or evaluate current service levels or processes for improvement.</li> <li>Review and implement CIPM’s policies on events and program delivery</li> <li>Deliver quality events that meet the expectations and purpose intended and service delivery standards on time and in full for all function queries.</li> </ul>				



	<ul style="list-style-type: none"> <li>Responsible for handling, resolving and responding to logistics requests promptly from all stakeholders.</li> </ul>		
<b>KEY PERFORMANCE INDICATORS</b>			
<b>Operational Targets</b>	<ul style="list-style-type: none"> <li>Membership/Stakeholder</li> <li>Internal Business Process</li> <li>Organizational Capacity</li> </ul>		
<b>PERSON SPECIFICATION</b>			
<b>Knowledge, Technical Skills and Attitudes</b>			
<p><b>1. Building Collaborative Relationships:</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.</p> <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> <p><b>2. Communication:</b> The ability to plan and deliver oral and written communications that make an impact and persuade their intended audiences.</p>		<p><b>3. Emotional intelligence</b> – being able to understand and manage your own and others’ emotions, and their effect on behaviors and attitudes.</p> <p><b>4. Customer Orientation:</b> The ability to demonstrate concern for satisfying one’s external and/or internal customers.</p> <p><b>5. Achieving results:</b> 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>	
<b>Experience</b>			
<ul style="list-style-type: none"> <li>HND/bachelor’s degree in business management/administration, Social Sciences, Marketing or related discipline</li> </ul>			
<b>Qualifications</b>			
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.	
<b>Other Requirements</b>			
Proficient in the use: Computer Literate: Excel, Word, Outlook and PowerPoint.			
<b>PHYSICAL REQUIREMENTS</b>			
<b>Location</b>	Office Based <input type="checkbox"/>	Both Office & Field Based <input checked="" type="checkbox"/>	Field Based <input type="checkbox"/>
<b>Travel</b>	None <input type="checkbox"/>	0% - 30% <input checked="" type="checkbox"/>	31% - 60% <input type="checkbox"/>
<b>Work Cycle/Days</b>	Mondays – Fridays		



## **Application Process**

- Method of Application: Send your CV quoting appropriate Job title to [recruitment@cipmnigeria.org](mailto:recruitment@cipmnigeria.org)
- Application Deadline: **Friday, June 5th, 2026**
- Remuneration: We value our employees, and the role comes with attractive compensation, benefits and a great work environment.