

OVERVIEW & JOB OBJECTIVE					
Job Title	CIPM HR Leadership Academy Manager	Pay Range (Annual Gross)	N 5.0m – N5.8m	Location	Lagos, Head Office
Grade Level	Assistant Manager				
Background: The CIPM is the umbrella Association for Practitioners of People Management with the vision to be the Institute of Choice for People Management. 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” The purpose of this job shall be to: To assist in the coordination of the day-to-day execution of the CIPM HR & Leadership Academy’s programmes, certifications, workshops, digital learning operations, learner experience, faculty/vendor coordination, quality assurance, revenue tracking and stakeholder engagement in line with the Academy’s mandate to advance people management and leadership capability.					
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	Director, HR & Leadership Academy	Supervises	HR & Leadership Academy Officer		
JOB DUTIES / RESPONSIBILITIES / ACCOUNTABILITIES					
Internally Relates with	Academy Director; Deputy Registrar; Learning & Consultancy Unit; Membership; Finance; ICT; Marketing/Communications; Research; Legal/Compliance; Professional Standards & Practice; other relevant CIPM units.	Externally Relates with	Learners; CIPM members; faculty; facilitators; assessors; corporate clients; public sector institutions; academic partners; professional bodies; global partners; sponsors; consultants; delivery partners; portal/LMS vendors; general public.		
SUMMARY OF PRINCIPAL ACCOUNTABILITIES & RESPONSIBILITIES					
	1. Academy Strategy and Operational Execution - Support the Academy Director in translating Council, Board and strategy decisions into annual workplans, programme calendars, budgets, execution trackers and performance reports. - Coordinate the delivery of the Academy’s approved programme clusters: Specialist Certification Programmes, Professional Workshops, Short Courses, Bootcamps, Communities of Practice and Global Consciousness Programmes. - Maintain an integrated Academy calendar for open programmes, organisation-focused engagements, certification activities, faculty meetings and stakeholder sessions. - Ensure Academy operations are aligned with CIPM’s institutional mandate, approved governance structure, professional standards and service commitments. 2. Programme Portfolio, Curriculum and Certification Administration - Coordinate programme design, curriculum documentation, validation, scheduling and delivery readiness in collaboration with faculty, assessors, partners and internal stakeholders.				

- Maintain programme files covering learning outcomes, module outlines, facilitator guides, assessment plans, attendance records, feedback reports and certification evidence.
 - Coordinate the administration of specialist certification programmes, including admissions support, candidate records, assessment logistics, assessor/faculty coordination, results documentation and certificate processing support.
 - Ensure programme documentation reflects the CIPM Body of Knowledge, CIPM Competency Framework, relevant global benchmarks and Nigeria's socio-economic and regulatory context.
- 3. Learner Experience and Stakeholder Engagement**
- Oversee the learner lifecycle from enquiry, registration and onboarding to programme participation, assessment support, feedback, certification documentation and alumni/community follow-up.
 - Ensure enquiries received through the Academy's approved channels are acknowledged and resolved within agreed service standards.
 - Coordinate stakeholder engagement with CIPM members, learners, corporate organisations, public sector institutions, academic partners, faculty, facilitators, assessors and delivery partners.
 - Support organisation-focused engagements by coordinating needs clarification, proposal inputs, client communication, cohort planning, delivery documentation and post-engagement reporting.
- 4. Faculty, Partner and Vendor Management**
- Maintain an updated faculty and assessor database, including profiles, availability, areas of expertise, onboarding records, delivery history and performance feedback.
 - Coordinate faculty selection, onboarding, train-the-trainer documentation, quality assurance requirements and facilitator performance reviews.
 - Manage operational relationships with learning delivery partners, academic institutions, professional bodies, global partners, sponsors, consultants, portal/LMS vendors and service providers.
 - Monitor vendor and partner performance against agreed deliverables, timelines, quality standards and cost expectations.
- 5. Portal, LMS and Digital Learning Operations**
- Coordinate portal and LMS readiness activities, including course uploads, learner enrolment support, user acceptance testing, virtual learning logistics, assessment functionality and reporting dashboards.
 - Work with ICT, Finance and relevant vendors to ensure registration, payment, learner records, learning access and reporting processes function properly.
 - Track digital learning issues, learner access challenges, content readiness gaps and resolution actions.
 - Ensure learner, member, faculty and partner data are handled in line with CIPM policies, NDPA/NDPR, GDPR where applicable, and internal data protection protocols.
- 6. Commercial Execution, Revenue Tracking and Reporting**
- Support approved pricing implementation, registration monitoring, payment follow-up, revenue reconciliation with Finance and programme profitability reporting.
 - Maintain pipeline trackers for open programmes, specialist certifications, corporate/institutional prospects, proposals, conversions and deferred opportunities.
 - Prepare weekly, monthly, management, Board and Council-ready reports showing activities, outputs, outcomes, risks, revenue status, learner data, quality indicators and required decisions.
 - Support marketing and business development teams with programme briefs, enrolment data, participant insights, campaign follow-up and conversion reports.
- 7. Quality Assurance, Evaluation and Continuous Improvement**
- Implement programme quality assurance procedures covering curriculum records, faculty readiness, delivery standards, assessment administration, learner feedback and post-programme review.
 - Analyse learner feedback, attendance, assessment completion, faculty ratings, revenue outcomes and operational issues to recommend improvements.
 - Maintain a continuous improvement log for curriculum updates, delivery enhancement, digital learning issues, partner performance and learner experience improvements.
 - Ensure Academy files, registers and reports are audit-ready, properly named, securely stored and easy to retrieve.
- 8. Team Leadership and Internal Coordination**
- Supervise the Academy Officer and other assigned support resources, allocating tasks, reviewing outputs and ensuring timely execution.
 - Coordinate internal dependencies with Learning & Consultancy, Membership, Finance, ICT, Marketing/Communications, Research, Legal/Compliance and other relevant CIPM units.
 - Provide operational support to the Academy Director on budgets, workplans, stakeholder meetings, Board updates, partnership discussions and strategic implementation reviews.

Operational Targets	• Membership/Stakeholder • Internal Business Process • Organizational Capacity
PERSON SPECIFICATION	
Knowledge, Technical Skills and Attitudes	
Programme execution	
Enrolment and conversion	
Revenue and commercial reporting	
Learner experience	
Certification administration	
Faculty and partner quality	
Portal/LMS readiness	
Governance reporting	
Quality assurance	
1. Knowledge • CIPM mandate, institutional structure, professional standards and Academy governance expectations. • People management, HR practice, leadership development and contemporary learning design. • Certification administration, assessment logistics, quality assurance and curriculum documentation. • Portal/LMS operations, digital learning workflows, learning analytics and learner data management. • Programme budgeting, pricing compliance, revenue tracking, vendor management and stakeholder reporting. • Applicable data protection requirements including NDPA/NDPR and GDPR were relevant. 2. Technical and Functional Skills • Programme and project management. • Curriculum coordination and certification administration. • Stakeholder, faculty, partner and vendor management. • Business development support, pipeline tracking and commercial reporting. • Data analysis, dashboard interpretation and management report writing. • LMS/portal coordination and virtual learning support. • Presentation, facilitation support and professional communication	3. Behavioural Competencies • Execution discipline and accountability. • Attention to detail and quality orientation. • Learner-centred service orientation. • Professional discretion, confidentiality and ethical conduct. • Problem-solving, initiative and continuous improvement mindset. • Collaboration across units and with external stakeholders.
Experience	
• Minimum of 6-10 years' relevant experience in professional education, learning and development, academy operations, certification administration, programme management, HR capability development or consulting delivery. • Demonstrable experience coordinating multi-stakeholder programmes, faculty/facilitator deployment, learner administration, digital learning platforms, client-facing engagements and management reporting. • Experience in a professional body, business school, learning academy, consulting firm, higher education environment or certification-based learning institution will be an advantage.	

• Prior supervisory experience and evidence of commercial discipline in programme budgeting, revenue tracking or client engagement will be an advantage.		
Qualifications		
1. A. Education and Professional Qualification 2. Bachelor’s degree in Human Resource Management, Business Administration, Education, Management, Psychology, Social Sciences or a related field. 3. Master’s degree, professional qualification or postgraduate certification in HR, learning and development, leadership development, education technology, project management or business management will be an advantage. 4. Membership of CIPM is required or should be obtained within an agreed period after appointment.		5. Professional membership of CIPM is compulsory.
Other Requirements		
Proficient in the use: Computer Literate: Excel, Word, Outlook and PowerPoint.		
Other Job Requirements		
Work Cycle is required to work	Hours/Days incumbent	Travel Requirements Percentage of expected out of town travel
Monday -Friday (8:00a.m. – 5:00p.m.)	None	
	0-30%	
	31-60%	
	61-100%	

Application Process

- Method of Application: Send your CV quoting appropriate Job title to recruitment@cipmnigeria.org
- Application Deadline: **Thursday, July 23rd, 2026**
- Remuneration: We value our employees, and the role comes with attractive compensation, benefits and a great working environment.