



The Nigerian Society of Engineers

Vacancy for the Position of EXECUTIVE SECRETARY

The Nigerian Society of Engineers (NSE) is the premier professional body for Engineers in Nigeria, committed to promoting excellence, ethical standards and the continuous development of the engineering profession.

THE ROLE

The Executive Secretary serves as the Administrative Head of the NSE National Secretariat, providing strategic leadership and overseeing the day-to-day management of the Society's affairs. Reporting directly to the Executive Committee (EXCO), the role is pivotal in ensuring the effective implementation of the Society's programmes and policies

Key responsibilities include:

- Overseeing the daily operations of the National Secretariat
- Defining and executing strategic priorities for the Secretariat
- Leading change management initiatives to enhance the Society's impact
- Supervising financial reporting, including income statements, balance sheets, tax returns, and reports to EXCO, Council and regulatory agencies
- Collaborating with Directors to optimise resource allocation and planning

REQUIREMENTS

The ideal candidate must meet the following criteria:

- Proven experience in strategic planning and execution
- Strong leadership, communication and team motivation skills
- Ability to manage multiple projects and deliver high-quality results under tight deadlines

QUALIFICATIONS & EXPERIENCE

Education & Membership

- A Bachelor's degree in Engineering
- Corporate Membership of the Nigerian Society of Engineers (NSE)
- Registration with COREN (Council for the Regulation of Engineering in Nigeria)

Work Experience

- Minimum 20 years post-graduation experience in Public Service, Industry, or Academia
- At least 5 years in a top management position
- An MBA and ICT proficiency will be an added advantage

TENURE

The appointment is for an initial term of three (3) years, renewable once for an additional three years based on satisfactory performance.

PERSONAL ATTRIBUTES

The successful candidate must demonstrate:

- Integrity and professionalism
- Strong analytical and strategic thinking abilities
- Results-driven mindset
- Excellent organizational and multitasking skills

APPLICATION PROCESS

Interested candidates should submit Cover Letter, Curriculum Vitae (CV) and relevant credentials in a sealed envelope clearly marked "**ES VACANCY APPLICATION**" to:

The Office of the Executive Secretary,
The Nigerian Society of Engineers (HQ),
National Engineering Centre,
Plot 1035 National Mosque/Labour House Road,
Behind The Infrastructure Bank,
Central Business District,
Abuja.

Alternatively, applications can be sent via email with all attachments to
info@nse.org.ng

APPLICATION DEADLINE: FRIDAY, MARCH 21, 2025 @ 12:00 NOON

Note: Only shortlisted candidates will be contacted for the interview.

Engr. Joshua Egube
Executive Secretary