



# VACANCIES IN THE QS ACADEMY

A subsidiary of  
THE NIGERIAN INSTITUTE OF QUANTITY SURVEYORS

The Nigerian Institute of Quantity Surveyors seeks the employment of innovative, resourceful and highly competent persons to fill the following vacant positions in its newly established Academy in the Federal Capital Territory, Abuja, Nigeria.

## **1. RECTOR (TO BE APPOINTED ON PART TIME BASIS)**

### **REQUIRED SKILLS AND COMPETENCIES**

- i) May be a registered Quantity Surveyor with minimum of 12 years post-registration experience.
- ii) Should be a practitioner with proven flair for academics OR an academician with a proven managerial experience.
- iii) If with an academic background, should be a Professor/Head of Department (not lower than Senior Lecturer) of Quantity Surveying or allied discipline.
- iv) Must have requisite experience and proven track record of leading a multidisciplinary organisation/department for not less than 10 years.
- v) Must be proficient in computer usage.
- vi) Should be available to commence work immediately.

## **2. DIRECTOR OF STUDIES AND RESEARCH/DEPUTY RECTOR (TO BE APPOINTED ON FULL TIME)**

### **REQUIRED SKILLS AND COMPETENCIES**

- i) Must be a Registered Quantity Surveyor with a minimum of 10 years post-registration experience.
- ii) Must have a minimum academic qualification at the level of M.Sc in Quantity Surveying or a related discipline.
- iii) Must have proven interest in academics and research works.
- iv) Must be conversant with the principles of Curriculum Development and Management.
- v) Must be versatile and keen on observing and developing new competencies for the profession.
- vi) Possession of an accredited qualification in at least one other unrestricted Construction Industry proficiency or discipline – e.g. Arbitration, Facility Management, etc. will be an added advantage.
- vii) Must be proficient in computer usage.
- viii) Should be available to commence work immediately.

## **3. ADMINISTRATIVE OFFICER (TO BE APPOINTED ON FULL TIME)**

### **REQUIRED SKILLS AND COMPETENCIES**

- i) With a Bachelors Degree /Higher National Diploma (Minimum of Second Class Lower/Lower Credit) in Business Administration related courses from a reputable University or Polytechnic with 5 years minimum verifiable working experience.
- ii) One year post qualification experience with relevant professional bodies.
- iii) Must be proficient in computer usage.
- iv) Should be available to commence work immediately.

## **4. ACCOUNTS OFFICER (TO BE APPOINTED ON FULL TIME)**

### **REQUIRED SKILLS AND COMPETENCIES**

- i) With a Bachelors Degree /Higher National Diploma (Minimum of Second Class Lower/Lower Credit) in Accountancy/Finance related courses from a reputable University or Polytechnic with 5 years minimum verifiable working experience.
- ii) One year post-qualification experience with relevant professional body.
- iii) Must be proficient in computer usage.
- iv) Should be available to commence work immediately.

## **5. INFORMATION AND COMPUTING TECHNOLOGY OFFICER (TO BE APPOINTED ON FULL TIME)**

### **REQUIRED SKILLS AND COMPETENCIES**

- i) A minimum of a bachelor's degree (2<sup>nd</sup> Class Lower) in Information and Communications Technology from a reputable University with a minimum of 3 years relevant post qualification experience, plus the following accredited skills:-
  - a) Website management with proven knowledge of content development and administration;
  - b) Database design and management;
  - c) Programming principles and practice;
  - d) Disc Operating Systems Management;
- ii) Corporate registration with the appropriate Registration Council/Board in Nigeria in the ICT field.
- iii) Should be available to commence work immediately.

## **6. SECRETARY (TO BE APPOINTED ON FULL TIME)**

### **REQUIRED SKILLS AND COMPETENCIES**

- i) With a basic Bachelors Degree /Higher National Diploma (Minimum of Second Class Lower/Lower Credit) in Secretarial Administration related courses from a reputable University or Polytechnic with 5 years verifiable working experience.
- ii) Must be proficient in computer usage.
- iii) Should be available to commence work immediately.

## **7. ACADEMIC/RESEARCH OFFICER (TO BE APPOINTED ON FULL TIME)**

### **REQUIRED SKILLS AND COMPETENCIES**

- i) With a basic Bachelors Degree in Quantity Surveying or a related discipline and Msc. would be an added advantage.
- ii) With proven interest in academics and research works.
- iii) Conversant with the principles of Curriculum Development and Management.
- iv) Possession of an accredited qualification in at least one other unrestricted Construction Industry proficiency or discipline – e.g. Arbitration, Facility Management, etc. will be an added advantage.
- v) Must be proficient in computer usage.
- vi) Should be available to commence work immediately.

## **8. FRONT DESK RECEPTIONIST (TO BE APPOINTED ON FULL TIME)**

### **REQUIRED SKILLS AND COMPETENCIES**

- i) With a Bachelors Degree /Higher National Diploma (Minimum of Second Class Lower/Lower Credit) in Business Administration related courses from a reputable University or Polytechnic with 3 years minimum verifiable working experience.
- ii) Must be proficient in computer usage.
- iii) Should be available to commence work immediately.

Interested candidates should send their applications with a detailed CV, copies of educational qualifications and testimonials, passport size photographs and phone number within three (3) weeks from the date of this publication to: [qsacademy2015@gmail.com](mailto:qsacademy2015@gmail.com)

**Femi Balogun FNIQS, FRICS**  
Secretary General