



FISHERIES SOCIETY OF NIGERIA (FISON)

*Old College, NIOMR, Bar Beach B/Stop, Ahmadu Bello Way, Victoria Island,
P.O. Box 75971, Adeola Odeku, Victoria Island, Lagos,
E-mail: fison2011@yahoo.com, fison1976@gmail.com,
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Internal and external advertisement

Applications are invited from suitably qualified candidates for this vacant position in Fisheries Society of Nigeria (FISON)

POST: EXECUTIVE SECRETARY

JOB Summary

Coordinates, oversees, and/or performs a wide variety of administrative, secretarial, and program support activities on behalf of the Society. Serves as primary point of operational and administrative contact for internal and external constituencies. Often on complex and confidential issues. Oversees and/or participates in the coordination, supervision, and completion of special projects and /or events. May serve on a variety of committees in a support capacity. Provides specialist administrative services as appropriate in such areas as fiscal management; public /community relations; members; as well as general business administration/ development and relations, depending upon the functional area supported.

Duties and Responsibilities

1. Provides confidential secretarial and administrative support for the Council/ Society, to include managing the schedule/calendar, making travel arrangements, and dealing with administrative problem and inquires as appropriate.
2. Oversees and administers the day-to-day activities of the secretariat;
3. Serves as a primary point of direct administrative contact and liaison with offices of the Council members, Corporate bodies and agencies on a range of specified issues;
4. Facilitates meetings, conferences, and other special events as directed by the Council/President of FISON.
5. Coordinates and attends Council meetings
6. Gathers, enters, and/ or updates data to maintain secretariat records and databases, as appropriate; establishes and maintains files and records for the office.
7. Monitors and coordinates accounting activities as appropriate, and prepares internal reports for the Council; participates in budget planning and management, as required.
8. Provides assistance and support to the Council in problem solving, project planning and management, and development and execution of stated goals and objectives.
9. Supervises the work of employees in supporting roles, including assigning workload and monitoring employee performance.
10. Composes and prepares written documentation and correspondence for the office; screens and evaluates incoming and outgoing correspondence and prepares responses as appropriate.
11. Performs miscellaneous job-related duties as assigned.

Minimum Job Requirements

- HND/B.Sc./BA certificate with minimum of second Class lower Division in Humanities/ Social Sciences or Sciences from a recognized Institution with 3 years of directly related experience managing at least one of the following functional areas: fiscal services, administration and/ or human resources or 2 years work experience directly related to the duties and responsibilities specified. Possession of M.A/M Sc in Administration or related subject matter will be an advantage

Knowledge, Skills and Abilities Required

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community
- Ability to gather data, compile information, and prepares reports.
- Skill in budget preparation and fiscal management
- Skills in organizing resources and establishing priorities
- Ability to make administrative and procedural and judgments on sensitive, confidential issues.
- Knowledge of administrative policies and procedures as applied to Society and NGO.

Salary

Attractive

Interested Candidates are required to submit application for the post with 15 copies of Curriculum Vitae (C.V) addressed to:

*The National Secretary
Fisheries Society of Nigeria
Old College (By NIOMR)
Wilmot point Road, off Ahmadu Bello Way,
Victoria Island,
P.O. Box 75971 Victoria Island, Lagos-Nigeria.*

Application should be marked “FISON Executive Secretary” which must be received on or before May 25, 2017.

Thank You

Mrs. Dapo Okeowo
FOR: NATIONAL PRESIDENT