

# Vacancy: Program Officer – Lagos

## **About the Organization:**

Our firm is a professional body committed to advancing the practice of estate surveying and valuation. The institution promotes ethical standards, professional development, and knowledge sharing within the real estate industry while ensuring value-driven contributions to the Nigerian economy.

## **Job Summary:**

We are seeking a **Program Officer** to plan, coordinate, and oversee the execution of institutional programs and initiatives. The ideal candidate will ensure alignment with strategic objectives while delivering measurable impact and maintaining quality standards.

## **Responsibilities:**

- Assist in planning, organizing, and executing programs and events.
- Coordinate stakeholders, partners, and participants to ensure smooth program delivery.
- Monitor and evaluate program activities and outcomes.
- Prepare progress reports and maintain program documentation.
- Provide support in fundraising, advocacy, and strategic initiatives.
- Ensure all programs comply with institutional standards and policies.

## **Requirements:**

- HND/ B.Sc in Social Sciences, Management, or related discipline.
- 1–3 years of relevant experience in program coordination or administration.

- Strong organizational and project management skills.
- Excellent communication and report writing ability.
- Proficiency in Microsoft Office Suite.
- Ability to work collaboratively in a team and multitask effectively.

**Benefits:**

- Competitive salary.
- Professional growth and development opportunities.
- Exposure to program design and stakeholder engagement.
- Opportunity to work in a reputable professional body.

**How to Apply:**

Interested and qualified candidates should send their CVs to **hr@globalclique.net** using "*Program Officer in Lagos*" as the subject of the email.