



LBS

PAN-AFRICAN UNIVERSITY

MBA CAREERS/PLACEMENT MANAGER

Responsibilities

- Organise the MBA career fair
- Organise company presentations to be held after the career fair
- Gather information on best practises on the organisation and processes of career offices in leading business schools
- Assist students in preparing their curriculum vitae, give advice on careers and conduct their job search.
- Guide companies on how they should approach the recruitment process in relation to our students
- Follow-up with companies and second year students about job placements
- Organise interviews of students by potential employers
- Provide interested organizations with information about the internship programme
- Obtain offers of places for internship from suitable organisations
- Pass the information on postings and projects to the MBA Director so that she may allocate faculty supervisors to the students
- Liaise with the different companies as to their complying with their undertakings in relation to internship and help solve the problems that may arise
- Follow-up especially on getting feedback from the host organisations at the end of internship
- Provide students with information about the structural and current characteristics of the employment market in Nigeria

Qualification

- A university degree or HND in any social science discipline
- An MBA will be an added advantage
- Minimum of three years cognate experience in an administrative position

Specific Requirements

- Working knowledge of MS Office
- Good interpersonal skills
- General management and administrative skills
- Excellent time management skills

- Organisational skills
- Sound oral and written communication skills

Interested candidates should send their CVs by email to niwegbu@lbs.edu.ng on or before Friday, 30 October 2009.