



**LBS**  

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**PAN-AFRICAN UNIVERSITY**

## **PROGRAMMES MANAGER**

### **Responsibilities**

- Executive Programme management
- Supervision of all part time coordinators
- Planning, coordination & execution of alumni trips
- Liaises closely with participants, faculty members, marketing and catering department
- Programme administration, staff supervision and direction
- Programme development and implementation
- Staff development and/or training
- Quality assurance
- Any other function or duty that may be required for the success of the department

### **Qualification**

- Master's degree or an MBA from a reputable school
- Membership of any professional body
- Minimum of seven years experience in administration, marketing or project management

### **Specific Requirements**

- Computer literacy: knowledge of Microsoft office suite
- Interpersonal skills & personal management
- Networking and marketing skills
- Good time management
- Ability to priorities and organize people
- Maturity and practice
- Communication and presentation skills
- Ability to supervise and delegate

Interested candidates should send their CVs by email to [niwegbu@lbs.edu.ng](mailto:niwegbu@lbs.edu.ng) on or before Friday, 30 October 2009.