

# NIROPHARM

**Plot 1, Junaid Dosunmu Street, central Business District, Alausa, Ikeja-Lagos**

The Association of Nigeria Representatives of Overseas Pharmaceutical Manufacturers' (NIROPHARM) is a body of.....

It requires the services of an experienced and suitably qualified Pharmacist to be fill the position of **EXECUTIVE SECRETARY**.

## **JOB SUMMARY**

- ❖ Facilitating a viable Secretariat for the Association.
- ❖ Implementing policy decisions approved from time to time by the management and/or the General Assembly of the Association.
- ❖ Inter-phase with multilateral and Development Agencies on Healthcare and related matters
- ❖ Plan, develop and implement strategy for the training, seminars and conferences that are germane to the needs of the members of association.
- ❖ Establish and maintain appropriate systems for measuring growth & development of the Pharma industry.

## **QUALIFICATION & EXPERIENCE**

- Academic and Professional: Bachelor of Pharmacy (B.Pharm) degree. Possession of an MBA will be an added advantage.
- Experience: 8-10 years relevant experience

## **COMPETENCES REQUIRED**

- \* Demonstrate leadership, analytical, organizational and communication skills
- \* Demonstrate proactive capabilities in Management skills.
- \* Organization design & development
- \* Strong and swift skill on Information and Communication technology.
- \* Relationship Management

Interested applicants should forward their application and CV containing daytime address, e-mail and telephone numbers to:

[executivesecretary@niropharm.com](mailto:executivesecretary@niropharm.com) within 14 days of this advert.