**VACANCY ANNOUNCEMENT**

**Executive Secretary/Chief Executive Officer (CEO) Nigerian Reputation Management Group**

The Nigerian Reputation Management Group (NRMG) is a strategic initiative of the Nigerian Institute of Public Relations (NIPR), committed to promoting and safeguarding Nigeria’s national image. NRMG works to shape a credible, positive, and unified national reputation through targeted programs, strategic partnerships, and effective communication campaigns.

We are seeking an exceptional professional to serve as **Executive Secretary/Chief Executive Officer (CEO)**, to provide visionary leadership and strategic direction in advancing the Group’s mandate of strengthening Nigeria’s global reputation.

**Position Overview:**  
**Job Title:** Executive Secretary/Chief Executive Officer  
**Location:** Lagos, Nigeria  
**Reports To:** Board of NRMG  
**Job Type:** Full-Time  
**Tenure:** 4-year term renewable upon good performance.

**Key Responsibilities:**

* **Strategic Leadership:** Drive NRMG’s long-term vision and mission in line with the Group’s Bye-Laws and global best practices in reputation management.
* **Stakeholder Engagement:** Foster high-level partnerships with government bodies, private sector leaders, media, and international organizations.
* **Policy Advocacy:** Champion initiatives that influence national narratives and promote positive perception of Nigeria.
* **Operational Oversight:** Lead day-to-day management, supervise functional workgroups, and oversee financial planning and resource allocation.
* **Fundraising & Partnerships:** Mobilize resources in collaboration with the Board and partners through grants, sponsorships, and strategic alliances.
* **Public Relations & Communications:** Serve as the principal spokesperson of NRMG, representing the organization at key engagements and public forums.
* **Governance & Compliance:** Ensure institutional adherence to corporate governance principles, ethical standards, and regulatory frameworks.

**Candidate Profile – Qualifications & Experience:**

* Minimum of 10 years’ professional experience in public relations, corporate communications, or reputation management.
* Demonstrated success in executive leadership, stakeholder engagement, and public policy influence.
* In-depth understanding of Nigeria’s socio-political and media landscape and global reputation dynamics.
* Excellent leadership, communication, negotiation, and strategic planning capabilities.
* A postgraduate degree in Public Relations, Mass Communication, Political Science, Business Administration, or a related field.
* Membership of the Nigerian Institute of Public Relations (NIPR) is required or will be considered a strong advantage.

**Compensation & Benefits:**

* Competitive and attractive.

**Application Deadline:**   
**To Apply:** Please send your application and detailed CV to [vacancy@nrmg.ng](mailto:vacancy@nrmg.ng) not later than 17th July, 2025.

**Only shortlisted candidates will be contacted.**