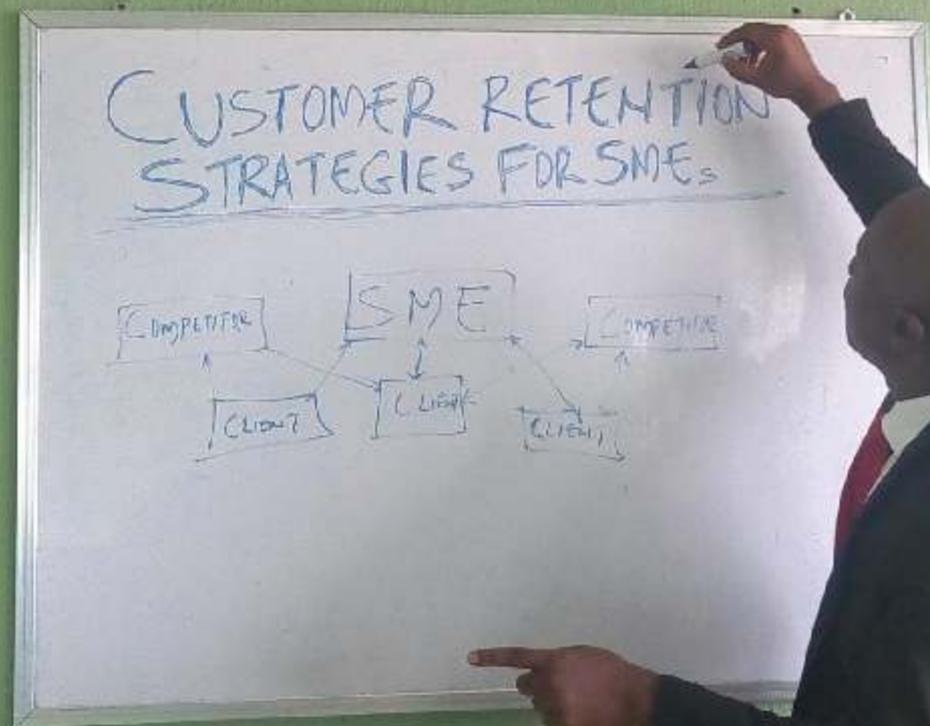


The Institute of Business Advisers

(The Home of Business Doctors)

RC 949142



BE ON OUR PAYROLL!

AS

Course Enrolment Consultant
(CEC)

www.ibanigeria.org

INTRODUCTION

The Course Enrolment Consultants of The Institute of Business Advisers are registered members of the Institute who are trained to leverage their circle of influence to introduce new trainees to the Institute for them to benefit from various training programs, overseas business excursion and other business career empowerment services. Some of the primary roles of Course Enrolments Consultants Include:

- ✓ Organizing seminars for bulk enrolment of prospective trainees for various programs which includes Food Export programs with overseas business excursions.
- ✓ Organizing home based, campus based and other venue based seminars for Undergraduates, graduates and the general public.
- ✓ Analyzing and identifying individual training needs and recommendation of relevant courses to bridge the career needs of prospective trainees.
- ✓ Recruitment of candidates for IBA Consultancy Job Positions.
- ✓ Representing the Institute at National Youth Service Corps Orientation camp for enrolment of corps members for IBA programs.
- ✓ Online- marketing of candidates through social media platforms such as: WhatsApp, Facebook, Twitter etc.
- ✓ Regional administrative job functions which includes collation of application forms of registered members among other related job functions as directed by the Institute.
- ✓ Facilitation of Training Courses at regional level (Only for tested and approved CECs)

QUALIFICATION:

Candidate must possess at least HND/BSC in any discipline and must be a registered member of IBA. OND/Undergraduates can also apply and work as Training Enrolment Officers (TEO).

REMUNERATION:

CEC Job function is a regional consultancy job appointment in any candidate's preferred location. Remuneration does not include a basic salary pay. However, CEC's are remunerated based on the count of training candidates enrolled for seminars or individual candidates enrolled. Remuneration is via consultancy fee which is paid on weekly basis.

For example, a Course Enrolment Consultant (Level 1) who enrolls 100 candidates for a one day seminar is entitled to N120,000 consultancy fee for the week. Further details and remuneration opportunities which include Annual Consultancy Bonus (ACB) will be provided for shortlisted candidates.

PROMOTION:

Promotion for CEC position ranges from level 1 to level 5. When you work with us and achieve good result, you are assured of your promotion to the next grade. Promotion takes place every first quarter of the year (March ending). The next grade after CEC (Step 5) is the grade of State Coordinator which includes entitlement of regional office.

LOCATION:

Candidates are encouraged to work in their present locations to enable them leverage on their circle of influence. Daily communication and correspondence with Administrative Headquarters in Ibadan is through phone calls, text messages, email and social media platforms like whatsapp, twitter etc.