



CHARTERED INSTITUTE OF TAXATION OF NIGERIA

(Chartered by Act No. 76 of 1992)

VACANCY ANNOUNCEMENT: HEAD, RESEARCH AND PROFESSIONAL STANDARDS

Chartered Institute of Taxation of Nigeria (CITN)
is recruiting qualified personnel to fill the vacant position:

Job Title	HEAD, RESEARCH AND PROFESSIONAL STANDARDS
Department/Directorate	RESEARCH AND PROFESSIONAL STANDARDS
Direct Supervisor	DEPUTY REGISTRAR
Direct Subordinates	- Research & Professional Standard Specialist - Research & Technical Specialist - Library Assistant
Grade Level	Deputy Director, Assistant Director, Senior Manager, Manager
Job Location	Lagos
Essential Duties and Responsibilities	

RESEARCH AND DEVELOPMENT

- Provide strategic technical input for the institute's mid- and long-term goals through technical research and development.
- To ensure extensive research on issues about taxation, finance and the economy.
- To facilitate regular publication of technical materials for dissemination, both nationally and internationally
- To discuss the technical needs of the institute and produce regular technical materials in order to make the Institute avail the same documents to members
- Develop programs and procedures for effective collaboration with the relevant faculties
- To develop technical papers, suggestions and contributions of the Institute into draft legislations, National and State budgets, with particular reference to tax policies and other matters of interest to tax practice.
- Prompt response to all tax issues raised by government and non-governmental bodies and Stakeholders.
- To review all technical contents of FIRS and SIRS releases and make recommendations to the Deputy Registrar.
- To check the technical content design and development of the Institute's activities
- To monitor the Institute's library.
- Secretary to the Faculties of Council and other relevant Committees.
- Perform any other duty as assigned by the President, Registrar/Chief Executive and Management

PROFESSIONAL STANDARDS

- Work with relevant committees to develop and implement policies that will ensure both new and existing professionals attain and maintain the highest professional standards & behaviours and ethics.
- Develop programs and guidelines to minimise reputational risk to the institute and maintain the public confidence in members and students.
- Updating of products and information (web-based and other) for use by internal and external stakeholders, specific to key initiatives and areas of the institute's activities.
- Organising programmes on technical development, requirements for members' in practice

Person Specification

QUALIFICATION/EDUCATION:

- Minimum of a first degree in Accounting, Taxation, Economics or other relevant discipline
- Possession of post graduate in any of the above discipline will be an added advantage
- Membership of the Chartered Institute of Taxation of Nigeria (CITN) and membership of another relevant professional body and discipline that is ICAN, ANAN, ACCA.

WORK EXPERIENCE:

- Cognate work experience in professional Institute, finance, tax practice, tax administration, Accounting, Academia, etc.

N.B: Number of years not mentioned, eligibility depends on candidate's capacity to prove his/her worth.

SKILLS & KNOWLEDGE:

- Knowledge of current developments in Tax and fiscal policy
- Background in research and development in a professional establishment
- Advanced computer skills on MS Office, relevant software and databases
- Attention to detail and accuracy
- Ability to direct and supervise
- Must be analytical in carrying out jobs and critical in thinking
- Ability to work in a fast-paced environment
- Effective planning and organization skills
- Good communication and interpersonal skills
- Understanding of the workings and policies of the Chartered Institute of Taxation of Nigeria.
- Strong analytical skills
- Strong coaching, conflict resolution, relationship and team building skills
- Excellent communication skills, including the ability to write clearly and succinctly in a variety of communication settings and styles
- Business focus - Basic understanding of business structures and systems
- Performance Management
- Understanding of Tax laws and regulations

Send application to Info@citn.org and attach Curriculum Vitae.

Closing Date:

All application must be submitted on or before November 14, 2025

Signed:

Afolake Oso, (Mrs.), FCTI
Registrar/Chief Executive

CHARTERED INSTITUTE OF TAXATION OF NIGERIA
Tax Professionals' House

Plot 16, Otunba Jobi Fele Way, Central Business District, Alausa - Ikeja.
P.O. Box 1087, Ebute-Metta, Lagos State, Nigeria.

Tel: 08050399355

Website: www.citn.org, Email- citn@citn.org

Abuja Liaison Office: David Olorunleke House, Block 26 (27), Abidjan Street, Wuse Zone 3, Abuja, FCT
Tel: +2342092918349

[in/citntax](#) [@citntax](#) [citn@citn.org](#) [/citnnigeria](#) [www.citn.org](#) (234) 08050399355

CITN... Developing the Tax Profession



CHARTERED INSTITUTE OF TAXATION OF NIGERIA

(Chartered by Act No. 76 of 1992)

VACANCY ANNOUNCEMENT: HEAD, CORPORATE COMMUNICATIONS

Chartered Institute of Taxation of Nigeria (CITN)
is recruiting qualified personnel to fill the vacant position:

Job Title	HEAD, CORPORATE COMMUNICATIONS
Directorate /Department	Directorate: Corporate and Internal Services Department: Corporate Communications
Direct Supervisor	Reports to the Director of Corporate and Internal Services
Direct Subordinates	- Corporate Communications Executive - Receptionist - Digital and Social Media Marketer - Graphic Artist
Grade Level	Deputy Director, Assistant Director, Senior Manager, Manager
Job Location	Lagos
Essential Duties and Responsibilities	

BRAND MANAGEMENT

- Building and sustaining a reputable image for the Institute within the industry and trust & loyalty for the brand.
- Maintaining a visible brand identity by ensuring uniformity internally & externally.
- Ensure that the brand is visible, positive and compliant on all materials and support
- Institutionalise the brand ambassador campaign for the institute.
- Projection of the CITN brand in the media, national and international space and Proposal of Corporate gift items for the Institute for members and special events

ADVERTISING & COMMERCIAL COMMUNICATION

- Develop messages and speeches which speak to each segment for each product and services of the Institute
- Create communication materials
- Manage media planning and media buying for communication materials
- Monitor & evaluate the impact of each media campaign
- Organize programs and campaigns to create awareness for the institute where it matters
- Overseeing drafting, designing and broadcast of CITN campaigns to members and the general public
- Media Coverage for Institute programs and events
- Advertisement of Institute's events and statutory notices

EVENTS & SPONSORSHIP

- Organize and participate in social events that support each product/brand objective and will create an avenue for the target market to connect emotionally with the brand.
- Organize & partner events that support the Institute's objectives for stakeholders throughout the year
- Organize internal events to sustain members' loyalty and brand love
- Develop and participate in corporate social initiatives to provide support and development for hosting communities within the environment
- Moderation of Institute official events and special visitations

INTERNAL COMMUNICATION

- To ensure all Staff are up-to-date on internal activities, events, awards or social initiatives
- Maintaining Staff interaction and contribution through the publication of news and motivational pieces on the intranet.
- Direct the creation of internal communications, press releases and speeches compliant with brand standards for all internal & external communication by stakeholders.

CORPORATE COMMUNICATION

- To ensure all stakeholders (external publics) are provided with up-to-date information on products, services and industry related updates.
- To ensure website has up-to-date information on brand, product & services
- Search engine optimisation
- Collation of articles for the CITN newsletter and Journal of taxation
- Review of collated materials and instructions as to the design conceptualization of the same

DIGITAL AND SOCIAL MEDIA PERFORMANCE

- Monitor and collate information for digital and social media performance monitoring
- Provide qualitative and quantitative reports and updates to management.

LEADERSHIP

- Provide effective leadership, coaching and mentoring of team members.
- Supervision of Units under the Corporate Services and Communications Department. Graphics Unit, Protocol Services, Reception Management
- Perform other duties as assigned by management.

COUNCIL COMMITTEES

- Provide secretarial and administrative support for the following Council committees:
- Branding, Publicity and Publications Committee

Person Specification

QUALIFICATION/EDUCATION:

- Minimum of a Graduate degree in relevant discipline
- Relevant Professional certification from a recognized professional institute
- Postgraduate degree is an added advantage.

WORK EXPERIENCE:

- Cognate experience in a similar position and industry, media, both print and electronic with at least a supervisory or management role.
- Any other relevant experience will be evaluated.

N.B: Number of years not mentioned, eligibility depends on candidates capacity to prove his/her worth.

SKILLS & KNOWLEDGE:

- Drafting skills, effective communication skills, ability to pay attention to details to ensure clarity in communication
- Social media sharing skills for the dissemination of campaigns attuned to social media
- Ability to source articles by interacting with the internet, members of the Institute for relevant articles
- Conducting Interviews where necessary, reviewing skills and ability to rephrase sentences where relevant
- Design conceptualization
- Good interpersonal relationship with members of the institute who can provide articles for publication, and also relevant media advert executives
- Maintaining good media relations with the press, both electronic and print
- Giving adequate notice to handlers of video and photography for events.
- Ability to follow up adequately
- Proactiveness in ensuring that the right persons are interviewed by the media to enhance the advocacy responsibilities of the Institute
- Presentation skills, awareness of Protocols for events, Oratory skills,
- Leadership skills, Ability to conceptualize the vision and mission of the Institute and direct the various units with result in mind, which is actualisation of the same.
- Team spirit and being service-oriented
- Ability to understand the weaknesses and strengths of team member in order to maximize them for greater productivity
- Market survey to determine newspapers that members read often
- Review skills to ensure minimal or no errors
- Ability to oversee follow up on embassies for status of passports as well as facilitating procurement of necessary travel documents

Send application to Info@citn.org and attach Curriculum Vitae.

Closing Date:

All application must be submitted on or before November 14, 2025

Signed:

Afolake Oso, (Mrs.), FCTI
Registrar/Chief Executive

CHARTERED INSTITUTE OF TAXATION OF NIGERIA
Tax Professionals' House

Plot 16, Otunba Jobi Fele Way, Central Business District, Alausa - Ikeja.
P.O. Box 1087, Ebute-Metta, Lagos State, Nigeria.

Tel: 08050399355

Website: www.citn.org, Email- citn@citn.org

Abuja Liaison Office: David Olorunleke House, Block 26 (27), Abidjan Street, Wuse Zone 3, Abuja, FCT
Tel: +2342092918349

[in/citntax](#) [@citntax](#) [citn@citn.org](#) [/citnnigeria](#) [www.citn.org](#) (234) 08050399355

CITN... Developing the Tax Profession