



# NIGERIAN INSTITUTION OF SURVEYORS

## OSUN STATE BRANCH, OSOGBO

www.nis.org.ng

**National Secretariat:**

251, Herbert Macaulay Way,  
3rd Floor (Skye Bank Side),  
Millenium Builder's Plaza,  
Opp. NNPC Towers, Central Business District,  
P. M. B. 763, Garki, Abuja.  
Tel: 09-8700027

**State Branch Office:**

Opp. SUBEB Office,  
Beside Ogun/Osun River Basin Authority,  
Off Gbongan Road,  
P. O. Box 161, Osogbo, Osun State.  
Tel: 031-744803  
E-mail: nisosunstate@yahoo.com

**Our Ref:** NIS/OS/2023/ADMS/001

**Date:** 13<sup>th</sup> October, 2023

**TO: ALL SURVEYORS/TO WHOM IT MAY CONCERN**

### ADVERT FOR AN ADMINISTRATIVE OFFICER

In a quest to fill the vacant position at the Nigerian Institution of Surveyors, Osun State Branch Secretariat, applications are invited from suitably qualified candidates into the Post of an Administrative Officer as follows:

1. **QUALIFICATION:** B.Sc/HND in Secretariat Studies, Surveying and Geoinformatics or any other relevant disciplines with vast knowledge of basic computer skills.
2. **METHOD OF APPLICATION:** Candidates are required to submit 5 type-written copies of their applications and Curriculum Vitae. The application should be directed to the Chairman of the Nigerian Institution of Surveyors, Osun State Branch, Opposite SUBEB Office, Beside Ogun/Osun River Basin Authority Office, Off Gbongan Road, Osogbo, Osun State.
3. **CLOSING DATE:** All applications must reach the Secretariat not later than two (2) weeks from the date of this advert. A soft copy of the Application, CV and Credentials should be forwarded to: [nisosunbranch@gmail.com](mailto:nisosunbranch@gmail.com).

Best regards,

**Surv. S. A. Bolatito**

Secretary