

JOB ADVERT

A foremost Professional Institute in Nigeria needs proven talent to join its workforce to occupy the position of a **General Manager/Chief Operating Officer (GM/COO), CIS Academy**.

Responsible To: The Registrar and Chief Executive Officer
Location: Lagos
Employment Type: Full-time

ABOUT THE INSTITUTE:

The Chartered Institute of Stockbrokers (CIS), is the foremost professional body primarily responsible for determining the standards of knowledge and skill to be attained by persons seeking to become chartered members. It also aims to promote and protect the interest of the securities and investment profession in Nigeria by upholding its members to the highest standards of service and integrity. CIS plays a pivotal role in developing the capital market and ensuring global best practices in the securities industry.

As part of its on-going transformation process, the institute seeks to recruit exceptional Intellectual to fill the senior level position of a **General Manager/Chief Operating Officer (GM/COO) of CIS Academy**.

JOB SUMMARY:

The **General Manager/Chief Operating Officer (GM/COO) of CIS Academy** is a strategic leadership role responsible for overseeing the operations, growth, and development of the Academy, ensuring it remains the leading provider of professional education and capacity-building programs for the capital market and financial services industry.

KEY RESPONSIBILITIES

Strategic Leadership and Business Development:

- Develop and execute the Academy's strategic vision, business plan, and operational framework in alignment with CIS objectives.
- Expand the Academy's market presence through innovative learning solutions, strategic partnerships, and collaborations with local and international institutions.
- Drive revenue generation by introducing new courses, certifications, and executive education programs tailored to market needs.

Program Development and Quality Assurance:

- Oversee the design, development, and delivery of high-quality professional training programs, workshops, and certifications in securities and investment, capital markets, fintech, asset management, pension, insurance courses, and other related areas.
- Ensure that courses meet the highest educational standards and comply with relevant regulatory and accreditation requirements.

- Spearhead curriculum innovation by incorporating emerging trends in financial markets, digital finance, and investment management.

Operational and Financial Management:

- Provide strategic oversight of the Academy's operations, ensuring efficiency, sustainability, and growth.
- Develop and manage the annual budget, financial performance, and resource allocation.
- Monitor and report key performance indicators (KPIs) to measure progress and impact.

Stakeholder Engagement and Industry Collaboration:

- Strengthen relationships with capital market operators, regulators, government agencies, and educational institutions to enhance the Academy's influence.
- Engage with corporate organizations to drive sponsorships, partnerships, and customized training programs.
- Represent the Academy in relevant industry forums, conferences, and events.

Technology and Digital Learning Innovation:

- Champion the adoption of technology-driven learning solutions, including e-learning platforms, virtual classrooms, and blended learning methodologies.
- Ensure the Academy stays ahead in leveraging digital tools to enhance learning experiences and accessibility.

PERSON SPECIFICATION

The ideal candidate for the GM/COO role at CIS Academy should possess the following qualities and experience:

Essential Qualifications & Experience:

- A minimum of **15 years of professional experience**, with at least **5 years in a senior management role** within a financial institution, professional training organization, capital market institution, or similar environment.
- Proven track record in **education, training, capacity-building, or professional development** in the financial services sector.
- Strong experience in **business development, revenue generation, and strategic growth initiatives**.
- Demonstrated expertise in managing **training programs, professional certifications, and learning methodologies**.
- Sound knowledge of the **capital market, investment banking, stockbroking, fintech, and emerging trends** in financial education.

Desirable Skills & Attributes:

- Excellent **leadership, communication, and stakeholder management** skills.
- Strong **analytical and problem-solving** abilities.
- Ability to drive **digital transformation and e-learning innovation**.
- Entrepreneurial mindset with a keen eye for identifying opportunities for growth and impact.
- High level of integrity, professionalism, and commitment to excellence.

QUALIFICATIONS

- A **Master's degree** in Finance, Business Administration, Economics, Education, or a related discipline. PhD will be an added advantage.
- A **professional certification** such as **FCS, CFA, ACCA, ICAN, CISI or any relevant finance/investment qualification** is highly desirable.
- Certification or experience in **learning and development, instructional design, or e-learning technologies** will be an added advantage.

HOW TO APPLY

Interested and qualified candidates should send their applications, including a detailed CV and cover letter, to jobvacancies@cisinigeria.org with the subject line “**Application for GM/COO, CIS Academy**”. The deadline for applications is July 31, 2025.