



## The Chartered Institute of Transport Administration of Nigeria (CIoTA)

### **VACANCY ANNOUNCEMENT** **Position: Registrar of the Institute**

---

#### **1.0 Background**

The Chartered Institute of Transport Administration of Nigeria (CIoTA), established by Act of the National Assembly (CIoTA Act), is the statutory professional body responsible for regulating, developing, and promoting the practice of Transport Administration and Logistics Management in Nigeria.

In line with its statutory mandate to uphold professional standards, ethics, certification, and capacity development within the transport and logistics sector, the Institute hereby invites applications from suitably qualified, experienced, and visionary professionals to fill the position of **Registrar**.

---

#### **2.0 Position Summary**

The Registrar/Secretary to Governing Council is the Chief Administrative Officer of the Institute and is responsible for the day-to-day management of the Institute's affairs, implementation of Council policies, and advancement of the Institute's statutory objectives as provided under the CIoTA Act.

The Registrar is answerable to the Governing Council and the National Executive Committee (NEC) of the Institute on Policy Implementation and general administration.

---

#### **3.0 Key Responsibilities**

In line with Part III, Section 10 and sub (1) and Sub (2) (a-d) of the Act and Council resolutions/NEC directives, the Registrar shall:

3.1 Shall a fit and proper person that can manage the affairs of the Institute

3.2 The Registrar shall:

(a) Be the Secretary to the Governing Council

(b) Prepare and maintain in accordance with the rules approved by the Council, a register of names, addresses, qualification and other particulars as may be required of all persons who are entitled in accordance with the Act to be registered as a Chartered Transportant;

(c.) Correct in accordance with Council directive, any entry in the register which the Council directs him to correct as being, in the Council's opinion, an entry which was incorrectly made;

(d) Cause the register to be published and put on sales to sale either as a corrected or an updated edition of the register at two years' interval;

(e) Other functions to the administrative functions and duties customary to the maintaining the professional register as may be approved by the Governing Council or/and the National Executive Committee of the Institute.

---

#### **4.0 Qualifications and Experience**

Applicants must:

- i. Possess a minimum of a Bachelor's Degree in Transport Management, Logistics, Social Sciences, Public Administration, Law or related discipline from a recognized institution (a Master's Degree will be preferred)
- ii. Be a registered and financial member of CIOA at Full member or Fellow category.
- iii. Have not less than 15 years' post-qualification experience, with at least 5 years in senior management or leadership position (leading in the sector will be an additional advantage).

- iv. Demonstrate strong knowledge of transport administration, regulatory frameworks, and professional body governance.
- v. Show proven capacity in team work, strategic planning, project and financial management as well as institutional administration.
- vi. Be ICT proficient and demonstrate familiarity with modern professional regulatory solutions.
- vii. Must be legally eligible to work in Nigeria.
- viii. Age bracket should be within 45 – 60 years at the point of applying.
- ix. Must not have been convicted of financial or professional misconduct.

Possession of relevant professional certifications and public sector administrative experience is highly recommended.

---

## **5.0 Tenure**

The appointment shall be for a fixed term of Five years and non renewable.

---

## **6.0 Remuneration**

Remuneration and conditions of service shall be in accordance with the Institute's approved structure and comparable to similar statutory self-sponsored professional bodies.

---

## **7.0 Method of Application**

Interested and qualified candidates should submit:

- A detailed Curriculum Vitae
- Copies of academic and professional certificates
- Evidence of current CIoTA membership status
- A Statement of Vision (not more than 1,000 words) outlining strategic priorities for advancing CIOTA's mandate

**7.1 Closing date:** The submission of application shall be Six weeks from the date of publication.

Applications should be addressed to:

The President and Chairman of Governing Council  
Chartered Institute of Transport Administration of Nigeria (CIoTA)

House 1, Tonimas Estate, Katampe new Extension, beside Aso Radio, Kubwa  
expresway, FCT Abuja.

Submission Email: [info@ciotanigeria.org](mailto:info@ciotanigeria.org) or [ciotanigeria27@gmail.com](mailto:ciotanigeria27@gmail.com)

Website; [www.ciotanigeria.org](http://www.ciotanigeria.org)

Only shortlisted candidates will be contacted.

**CIOTA is an equal opportunity (gender friendly) professional regulatory body committed to transparency, merit, and excellence in advancing transport administration in Nigeria.**

**Signed**



**Prince (DR) Segun Ochuko Obayendo FinstTA**  
**President/Chairman Governing Council**

