

OYO SCHOLARS' CONGRESS (OSC)

Job Title: Administrative Officer (Part-time)

Location: Mainly remote (with some face-to-face engagements in Oyo Federal Constituency)

Application Deadline: Friday, 2nd May 2025

Start Date: To be agreed with successful candidate

Remuneration: #40,000 per month

About Oyo Scholars' Congress (OSC)

The Oyo Scholars' Congress (OSC) is a vibrant global network of scholars from Oyo Federal Constituency (Atiba, Afijio, Oyo East, and Oyo West LGAs). Guided by values of excellence, collaboration, community impact, and cultural heritage, OSC fosters mentorship, innovation, and strategic partnerships to drive impactful change both locally and globally.

Role Summary

We are seeking a motivated and organised Administrative Officer to support the operations and communications of OSC. This dynamic role will be central to enhancing member engagement, maintaining digital content, and supporting logistics for both online and in-person activities.

Key Responsibilities

- **Content Management:**
 - Regularly update and manage the OSC website.
 - Support publication of blog posts, event summaries, member spotlights, and announcements.
- **Digital Communications and Engagement:**
 - Provide admin support for the OSC WhatsApp group and social media platforms.
 - Share updates and moderate discussions.
- **Operational Coordination:**
 - Coordinate member engagement activities in liaison with Congress leadership.
 - Assist in planning and executing webinars, mentoring sessions, and surveys.
- **Event and Logistics Support:**
 - Provide logistical support for face-to-face meetings and networking events.
 - Liaise with vendors, venues, and participants.
- **General Administration:**
 - Maintain records, update databases, and support the Executive Committee as required.

Person Specification

Criteria	Essential	Desirable
Minimum of a Bachelor's degree or HND		✓
Strong organisational skills	✓	
Excellent written and verbal communication skills	✓	
Experience managing websites (e.g., WordPress, Wix)	✓	
Familiarity with WhatsApp group admin functions and social media tools	✓	
Proven ability to coordinate events or projects	✓	
Graphic design and multimedia skills		✓
Experience working in academic, non-profit, or volunteer settings		✓

How to Apply

Interested applicants should send a CV and a one-page cover letter highlighting their suitability for the role to info@oyoscholarscongress.com by Friday, 2nd May 2025.

Equal Opportunity

Oyo Scholars' Congress values diversity and inclusion. We welcome applications from all qualified individuals.