

# EDO STATE INTERNAL REVENUE SERVICE

## JOB VACANCIES

The Edo State Internal Revenue Service (EIRS) as part of its institutional reform to reposition the Human and Organizational capabilities of the EIRS, seeks to engage talented Graduates and Experienced Professionals to fill critical vacant positions in the EIRS. Candidates who possess the required qualifications, experience and skills are invited to apply and join us on this exciting and challenging journey.

The eligibility requirements and job specifications are as below:

### General Requirements:

- 1) Candidates must possess the minimum academic and professional requirements for each role as stated below.
- 2) Candidates must also be computer literate, with good interpersonal and leadership skills and be able to work effectively in teams.
- 3) Candidates must have obtained their academic qualification and must not be more than 40 years of age by December 31, 2021.

### How to apply

Interested Candidate may apply by visiting the Edo State Internal Revenue Recruitment Portal at: [https://eirs.gov.ng/application\\_form/](https://eirs.gov.ng/application_form/) and complete the online application form. All applications must be submitted on or before 15th August, 2021.

### NOTE:

- 1) **Candidate may only apply for 1 position. Multiple applications will result in disqualification.**
- 2) **EIRS does not require Candidate to make any payments to any person or organization in respect of this recruitment exercise.**
- 3) **We are an equal opportunity employer and each Candidate shall stand the same chance of gaining employment.**
- 4) **This recruitment campaign shall be free, fair and merit-driven.**

### 1. Database Manager GL 09 Job Code: HREIRS 001

**Duties:** The role requires a Professional Database Manager who will be responsible for designing, implementing, building and supporting applications and tools for the management of Tax Payers' and Independent Revenue Information/Data. Responsibilities include keeping the database up and running 24/7 and providing a seamless flow of information that considers both backend data structure and frontend accessibility for end-users (especially Tax Officers and Tax Payers).

**Requirements:** A degree in Computer Science or related courses from a recognized Institution and 10 years experience with the use of SQL Server, MySQL, Linux and Windows server.

### 2. Database Administrator GL 11 Job Code: HREIRS 002

**Duties:** Responsible for data extraction, transformation and loading, specialized data handling, security and authentication (especially Tax Officers and Tax Payers data).

**Requirements:** Candidates must possess a degree or its equivalent in Computer Science or related field with 3 years cognate working experience. Must be computer literate and proficient in the use of SQL Servers, MYSQL, Linux and Windows Server

### 3. Programmer GL 11 Job Code: HREIRS 004

**Duties:** Responsible for managing systems performance, providing tech support, reviewing and updating existing solutions to enhance efficiency in planning and monitoring revenue collection across the State.

**Requirements:** Candidates must possess a degree or its equivalent in Computer Science or related field with 3 years cognate working experience. Must be proficient in the use of PHP (Laravel Framework), Net (Proficient in ASP.NET Forms MVC5 and NET Core)

### 4. IT Helpdesk Officer GL 11 Job Code: HREIRS 005

**Duties:** Providing technical assistance, expert guidance and advice to customers calls/complaints. Providing timely solutions to issues and building positive relationships with stakeholders and the general public. Provide technical support to users, troubleshooting problems and maintaining workstations

**Requirements:** Candidates must possess a degree or its equivalent in related field with not less than 2 years cognate experience. With sound communication and analytical skills, relevant ICT certifications and must be proficient in MS Office

### 5. Human Resource Director GL 05 Job Code: HREIRS 006

**Duties:** Lead the strategic management of the Human Resources and Administrative functions to support the achievement of Government's objectives. Oversees the preparation of HR Documents and ensures adherence to HR processes and timely availability of accurate and reliable Human Resources information.

**Requirements:** Candidates must not be more than 45 years of age by December, 2021 possess a degree in any of the disciplines in social science or humanities, must be a member of the Chartered Institute of Personal Management of Nigeria (CIPMN) with a minimum of 16 years cognate experience. Additional qualifications will be an added advantage.

### 6. Communications/Public Relations Personnel GL 11 Job Code: HREIRS 008

**Duties:** Assist to manage Corporate Communication/PR issues. Assist to develop, oversee and deliver PR strategies and campaigns, prepare press releases and promotional materials and build positive relationship with stakeholders, media and the general public.

**Requirements:** Candidates must possess a degree or its equivalent in Mass Communication, Social Sciences or Arts. Excellent oral and written skills, strong computer skills, adept in the use of multi-media tools and applications, excellent inter-personal relations skills, ability to develop, maintain and strengthen partnerships with internal and external stakeholders, ability to plan and deliver oral and written communications, ability to present, convey and set priorities. Must be a member of Nigeria Institute of Public Relations (NIPR), Nigeria Union of Journalist (NUJ) or Nigeria Institute Management (NIM).

### 7. Digital Media Manager GL 11 Job Code: HREIRS 009

**Duties:** To assist in designing and implementing the Service's digital media plans and strategies. Must be tech-savvy and responsible for building and maintaining the Service's online presence and social media channels. Design digital media campaigns in line with the Service's goal and objective. Suggest strategies and methods for improvement. Be in tuned with current digital media technologies and latest trends.

**Requirements:** Candidate must be a graduate from a recognised higher institution, with a minimum of 3 years of experience as a digital media manager or played similar role with good knowledge of Photoshop, Final Cut Pro, Canva.

### 8. Creative Graphics Designer GL 11 Job Code: HREIRS 010

**Duties:** Ability to convey message in an effective and aesthetic manner. Ability to design web pages, brochures, logos, magazines cover, annual reports, advisements and other communication materials. Ability to effectively use technology including software programmes- Adobe creative suite, Photoshop, Illustrator, In design, Canva etc.

**Requirements:** Candidate must be a graduate in computer graphics and animation or similar field of study with a minimum 3 years' experience, proficient with a wide range of media and graphics design software such as Adobe creative suite, Corel Draw, Quark etc. exceptional creativity and innovation, good time management skill, accuracy and attention to detail.

### 9. Customer Service Support Representative GL 11 Job Code: HREIRS 011

**Duties:** Providing help and answers to taxpayers' technical issues through identification of problems, research on answers and subsequent provision of guidance, support in the development of programs to train taxpayers on how to properly use the Services, products and IT solutions. Concession of the customers' troubles by recommendation of products, services or procedures. Evaluate problems associated with products and make recommendation for improvement.

**Requirements:** Candidates must have a degree in English, Linguistics, IT or other related technical field with 3 years practical help desk or customer support experience. High customer and service orientation. Well-developed communication and analytical skills, good knowledge of an organization's operations and relevant hard or software solutions. Good problem-solving skills, focus on quality and ability to maintain serenity in challenging situations.

### 10. Digital Video Camera Operator/Editor, GL 11 Job Code: HREIRS 012

**Duties:** Work with key responsibility officers to determine all aspects of shots. Select, assemble and position equipment. Capture quality foot ages from a fixed or moving position. Resolve technical or practical issues. Manipulate and edit film pieces in a way that is invisible to the audience. Taking a brief to grasp production team's need and specifications.

**Requirements:** Candidates must have a degree/HND in media, film editing or related field. Professional mastery of video and audio editing software and programs, ability to multitask and work toward several milestones on various projects simultaneously, experience in film making and videography, excellent colour vision/hearing and sound communication skills.

### 11. Zonal Managers, GL 09 Job Code: HREIRS 013

**Duties:** Responsible for supervision and coordination of all Tax Offices within a Zone, ensures revenue targets are met for all the different revenue types within the zone and ensures the effectiveness of key internal revenue processes such as assessment, collection, filing of returns, enforcement, etc.

**Requirements:** Candidates must have not less than 10 years' cognate experience with extensive knowledge of individual/corporate/partnership tax law and practice, strong accounting, proficient in MS Office, analytical and research skills, excellent stakeholder management as well as written and oral communication skills. A first degree in accounting, business administration, economics & statistics or related discipline, from a recognized University as well as professional certification

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from CITN, ICAN, ANAN, ACCA, or other professional body are also required.

**12. Admin Assistant II GL 13 Job Code: HREIRS 015**

**Duties:** Candidates must demonstrate that they possess strong analytical skills and the ability to collect, organize and disseminate information, must be adept at report writing and preparing presentations.

**Requirements:** Candidates must have OND in Business Admin/Public Administration or any other social science field of study and must be computer literate.

**13. Tax Officer II GL 11 Job Code: HREIRS 016**

**Duties:** Candidates must demonstrate that they possess strong analytical skills and the ability to collect, organize and disseminate information, must be adept at tax and human management.

**Requirements:** Candidates must possess a degree/HND in Accounting, Business Administration, Economics, Taxation, Law or related fields obtained from a recognised University/Institution.

**14. Tax Officer I GL 10 Job Code: HREIRS 017**

**Duties:** Candidates must demonstrate that they possess strong analytical skills and the ability to collect, organize and disseminate information, must be adept at tax and human management.

**Requirements:** Candidates must possess a degree/HND in Accounting, Business Administration, Economics, Taxation, Law or related fields obtained from a recognised University/Institution. Must possess a professional certification in ICAN, ANAN or CITN.

**15. Personal Assistant /Secretary GL 11 Job Code: HREIRS 018**

**Duties:** Candidate must be able to manage diaries, organize meetings and appointments. Act as a first point of contact. Typing, compiling and preparing reports, presentations and correspondence carrying out miscellaneous tasks, act as the point of contact between the manager and internal/external clients, screen and direct phone calls and distribute correspondence. Produce reports, presentations and briefs. Devise and maintain office filing system.

**Requirements:** Bachelors in Sciences or Arts, with a Professional Qualification in the relevant field with at least 3 years cognate experience. Excellent corporate service rendering, proven work experience as a personal assistant. Good Knowledge of office management systems and procedures, MS Office and English proficiency, outstanding organizational and time management skills. Up-to-date with latest office gadgets and applications, ability to multitask and prioritize daily workload, excellent verbal and written communication skills. Discretion and confidentiality

**16. Procurement Officer GL 11 Job Code: HREIRS 019**

**Duties:** To identify the procurement needs of EIRS, reviewing purchase. Managing and preparing assets records for management information.

**Requirements:** B.Sc./HND in related field such as Business Administration, Office Technology Management, Economics and Logistics Management plus sound knowledge and understanding of Procurement Processes, Policy and System in the relevant field with at least 3 Years cognate experience with ICT Knowledge.

**17. Budget and Fiscal Management Officer GL 11 Job Code: HREIRS 020**

**Duties:** Candidate must be able to prepare monthly financial account, analyze accounting data for management information, maintaining budgetary records and audit duties.

**Requirements:** B.Sc. in Accounting or its equivalent with a professional qualification in the relevant field with at least 3 years cognate experience.

**18. Internal Control Officer GL 11 Job Code: HREIRS 021**

**Duties:** Candidate must be responsible for conducting enquiries and investigations into frauds, losses, etc., stamping of all vouchers and receipts.

**Requirements:** Bachelors in Social Sciences, and professional qualification in ACA, ANNA, with at least 3 years cognate experience in corporate rendering organizations.

**19. Internal Control & Compliance Officer GL 11 Job Code: HREIRS 022**

**Duties:** Candidate must be responsible for increasing the operational efficiency of organizations, detecting and eliminating fraud and ensuring compliance with relevant regulations. To conduct evaluations of the organization to assess risk and compliance with regulations, monitoring and measuring an organization's resources, policies and procedures.

**Requirements:** Bachelors in Sciences or Arts, with a Professional Qualification in the relevant field with at least 3 years cognate experience.

**20. Technical Service Manager GL 05 Job Code: HREIRS 023**

**Duties:** Candidate must provide technical leadership to unit staff, responsible for the operation, maintenance, and repair of information technology systems and to spend significant effort as senior technical staff, in addition to purely carry out management duties.

**Requirements:** Candidate must possess a degree in Computer Science, or other relevant discipline, with at least 16 years cognate experience and strong analytical skills. Professional qualification is an added advantage.

**21. Tax Appeal Officer GL 08 Job Code: HREIRS 024**

**Duties:** Candidate must possess a degree in Arts or related field with sound analytical and communication skills.

**Requirements:** Candidate must have a depth knowledge of tax laws with at least 09 years cognate experience. Professional qualification CITN or ANNA is an added advantage

**22. Debt Recovery Officer GL 10 Job Code: HREIRS 025**

**Duties:** Candidate will be responsible for the administration and implementation of the debt recovery process. Establish repayment schedules, monitoring repayment of debts, and adherence by debtors to installment schedules

**Requirements:** Candidate must possess a degree/HND in Social science or Art with at least 5 years cognate experience. Professional qualification is an added advantage

**23. Admin & Supply Officer GL 09 Job Code: HREIRS 026**

**Duties:** Candidate must be able to manage office stock, preparing regular reports on expenses, office budgets and organizing company records.

**Requirements:** Candidates must possess a degree in Social Science, or other relevant discipline, at least 6 years cognate experience with strong analytical and communication skills.

**24. Scratch Card Operation Officer GL 13 Job Code: HREIRS 027**

**Duties:** Candidate must be able to manage scratch card stock, preparing regular reports on production and expenses, preparing of

performance report on revenue scratch card dealers purchases as directed by management, deals with complains on issue relating to scratch card used in the field and in charge of process of engagement and disengagement of revenue scratch card dealers in line with management directives

**Requirements:** Candidates must possess Ordinary National Diploma (OND) in relevant discipline, with experience in Telecom dealership, ability to withstand pressure, proficiency in ICT (MS-Excel) and strong analytical and communication skills.

**25. Legal Officer GL 07 Job Code: HREIRS 0028**

**Duties:** Appearing for the Service in all proceedings, assisting in the formulation and execution of training programmes for staff, assisting in coordinating the duties of a number of junior officers, assisting in drafting legal documents for the Service.

**Requirements:** Candidate must be legally qualified to practice as Barrister and Solicitor in Nigeria with at least nine (9) years post-call cognate experience in practice and must be computer literate, experience in practice and must be computer literate. Experience in commercial law practice and arbitration shall be an added advantage.

**26. Legal Officer GL 09 Job Code: HREIRS 0029**

**Duties:** Rendering legal advice to the Service, Taking charge of the Administration of a unit /division, appearing for the Service in all proceedings, Formulation and Execution of training programmes, Producing Legal reports, performing such other duties as may be assigned from time to time.

**Requirement:** Candidate must be legally qualified to practice as a Barrister and Solicitor in Nigeria with at least three (3) years post-call cognate experience in practice and must be computer literate.

**27. Legal Officer GL 10 Job Code: HREIRS 030**

**Duties:** Preparing legal documents relating to the administration of staff matters, Drafting and filing processes in Court, arbitration and other panels, Appearing for the Service in matters of civil and criminal proceedings in court and arbitration bodies, Drafting bills and legislations, Performing such other duties as may be assigned from time to time.

**Requirement:** Candidate must be legally qualified to practice as a Barrister and Solicitor in Nigeria, must be computer literate.

**Signed**  
**Human Resource**  
**Edo State Internal Revenue Service**