



No. 80, Revenue House, New Lagos Road, P.M.B 1020, Benin City, Edo State Nigeria  
[www.eirs.gov.ng](http://www.eirs.gov.ng)

## JOB VACANCIES

The Edo State Government is carrying out a Public Service Transformation and Enhancement Project as part of its Institutional Reform Agenda. The Project is designed to develop the Human and Organizational capabilities required to deliver efficient services to the people of Edo State, and to **Make Edo Great Again**.

In line with the institutional Reform Agenda, the services of talented experienced professionals are required to fill critical vacant positions in the Edo State Internal Revenue Service (EIRS), to support the implementation of the transformation programme and contribute to embedding the new ways of working.

Candidate who possess the required qualifications, experience and skills and would like to join us on this exciting and challenging Transformation Journey are invited to apply. Serving Public Servants who are seeking a higher challenge are also invited to apply. The eligibility requirements and job specifications are as below:

### General Requirements:

1. Candidate must possess the minimum academic and professional requirements for each role as stated below.
2. Unless otherwise stated, a minimum of a second-class lower degree or lower credit HND Diploma is required and Candidate must have completed the mandatory NYSC program (where applicable). Additional educational or professional qualifications may be an added advantage.
3. Candidate must also be computer literate, technology savvy, possess good Interpersonal and leadership skills and be able to work effectively in teams.
4. Candidate applying as experienced professionals must not be more than 50 years of age by December 31, 2021.

### How to apply:

Interested Candidate may apply by visiting the Edo State Recruitment Portal at: [https://eirs.gov.ng/job\\_advert/](https://eirs.gov.ng/job_advert/) and completing the online application form not later than **24h00 of Sunday September 19, 2021**.

**Note:** This publication is not an extension of the previous job advertisement; This supersedes any other related publication.  
Candidates may only apply for 1 position. Multiple applications will result in disqualification  
The EIRS does not require candidates to make any payments to any person or organization in respect of this recruitment exercise.  
As an equal opportunity employer this recruitment campaign shall be free, fair and merit-driven.

**1. ZONAL TAX MANAGER – SGL 07 Job Code: HREIRS001**

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

**2. TAX OFFICER I – SGL 10 Job Code: HREIRS002**

**Duties:** Will be responsible for accurate preparation and timely reporting of all tax returns in the State. 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 recognized University/Institution. Candidates must have at least five (5) years cognate working experience handling tax matters. Must possess a professional certification in ICAN, ANAN or CITN.

**3. TAX OFFICER II – SGL 11 Job Code: HREIRS003**

**Duties:** Will be responsible for ensuring prospective businesses comply with EIRS regulations and meet their state tax obligations. Maintaining accurate and up-to-date tax records. Preparing and filing tax returns and work papers for companies, partnerships, and individuals. Researching tax issues and assisting with tax audits.

**Requirements:** Candidates must possess a degree/HND in Accounting, Business Administration, Economics, Taxation, Law or related fields obtained from a recognized University/Institution. Candidates must have at least 3- 5 years cognate working experience handling tax matters. Must possess a professional certification in ICAN, ANAN or CITN.

**4. DIRECTOR FINANCE & ACCOUNTS – SGL 03 Job Code: HREIRS004**

**Duties:** Oversees all organizational financial activities to ensure it stays in strong financial standing. Leads all financial planning and analysis (FP&A), including forecasting, budgeting, and cash flow management. Prepare, build and manage monthly, quarterly, and annual financial reports and forecasts. Oversees and reviews all accounting tasks, including payroll, taxes, and compliance. Collaborates with the executives and directors to create budgets and track key performance indicators.

**Requirements:** Candidates must possess a good Degree or its equivalent in Accounting; Membership of relevant Professional Bodies in Finance & Accounts (i.e., ICAN, ANAN, etc.). Candidates must have at least over ten (10+) years cognate working experience at Managerial level and must be as a Deputy Director (Finance & Accounts), Candidates must exhibit strong financial and accounting knowledge; Knowledge of Accounting Software is essential. Candidates must exhibit evidence of strong administrative leadership

**5. MANAGER FINANCE & ACCOUNTS – SGL 07 Job Code: HREIRS005**

**Duties:** Oversees activities along with providing support for audit, budget, and year end preparation. This position will respond to general department inquiries, provide administrative and accounting support, and coordinate

designated projects designed to strengthen the finance and accounting functions.

**Requirements:** Candidate must possess a Bachelor's degree in Accounting, Finance or any related field, Membership of relevant Professional Bodies in Finance & Accounts (i.e., ICAN, ANAN, etc.). with a minimum of 8- 10 years' relevant experience. Demonstrated proficiency using Microsoft Excel, and accounting software, such as QuickBooks and Quicken.

**6. FINANCE & ACCOUNTS OFFICER I – SGL 10 Job Code: HREIRS006**

**Duties:** Responsible for maintaining records of incoming and outgoing payments, conduct market surveys, analyze financial information, purchases and preparing financial reports, keeping assets record and reconciling budget and expenses within the organization

**Requirements:** Candidate must possess a Bachelor's degree in Accounting, Finance or any related field, Membership of relevant Professional Bodies in Finance & Accounts (i.e., ICAN, ANAN, etc.). with a minimum of five (5) years' relevant experience. Demonstrated proficiency using Microsoft Excel, and accounting software, such as QuickBooks and Quicken

**7. FINANCE & ACCOUNTS OFFICER II – SGL 11 Job Code: HREIRS007**

**Duties:** Candidate must be able to prepare monthly financial account, analyse accounting data for management information, maintaining budgetary records and audit duties. Responsible for conducting enquiries and investigations into frauds, losses, etc., stamping of all vouchers and receipt

**Requirements:** Candidate must possess a Bachelor's degree in Accounting, Finance or any related field, Membership of relevant Professional Bodies in Finance & Accounts (i.e., ICAN, ANAN, etc.). with a minimum of three 3-5 years' relevant experience. Demonstrated proficiency using Microsoft Excel, and accounting software, such as QuickBooks and Quicken

**8. DIRECTOR, HUMAN RESOURCES & ADMINISTRATION – SGL 03 Job Code: HREIRS008**

**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:** Candidate must possess a degree in any of the disciplines in social science or humanities, must be a member of the Chartered Institute of Personnel Management of Nigeria (CIPMN) with over ten (10+) years cognate experience. Additional qualifications will be an added advantage

**9. MANAGER, HUMAN RESOURCES & ADMINISTRATION– SGL 07 Job Code: HREIRS009**

**Duties:** Reporting to the Director Human Resource, the Senior HR and Administrative Officers will be responsible for managing the day-to-day operations and administration of the EIRS office. Manage the administration of the human resources policies, procedures, and programs. Carry out responsibilities in Human Resource Information Systems (HRIS), employee relations and compensation & benefits administration. The role holders also will coordinate HR practices and objectives that will provide an employee-oriented, high-performance culture that emphasizes empowerment, quality, productivity and high standards of goal attainment.

**Requirements:** Candidate must possess a degree in any of the disciplines in social science or humanities, must be a member of the Chartered Institute of Personnel Management of Nigeria (CIPMN) with a minimum of 8-10 years cognate experience. Additional qualifications will be an added advantage

**10. HUMAN RESOURCES & ADMINISTRATIVE OFFICER– SGL 10  
Job Code: HREIRS010**

**Duties:** Reporting to the Senior Human Resource Officers; the HR and Administrative Officers responsibilities will include processing employee data, updating company policies and assisting in the hiring process, provide day-to-day support for all administration and Human Resource systems and services. To be successful in this role, you should have solid organizational skills and be familiar with HR functions.

**Requirements:** Candidate must possess a degree in any of the disciplines in social science or humanities, must be a member of the Chartered Institute of Personnel Management of Nigeria (CIPMN) with a minimum of five (5) years cognate experience. Additional qualifications will be an added advantage

**11. LEGAL OFFICERS – SGL 07 Job Code: HREIRS011**

**Duties:** Legal Officers shall be responsible for monitoring and/or advising on all legal matters, commercial contracts, and agreements. Legal Officers shall also ensure that all times the Service complies with the statutory and corporate governance practices and guidelines as observed in the tax sector. 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 eight (8) years post-call cognate experience in practice and must be computer literate. Experience in commercial law practice, good understanding of tax & revenue law and arbitration shall be an added advantage

**12. LEGAL OFFICERS – SGL 11 Job Code: HREIRS012**

**Duties:** Legal Officers shall be responsible for advising on all legal matters, commercial contracts, and agreements. Shall also be responsible for all forms of legal drafting and support to the Service.

**Requirements:** Candidate must be legally qualified to practice as Barrister and Solicitor in Nigeria with at least 3-5 years post-call cognate experience in practice and must be computer literate. Experience in commercial law practice, good understanding of tax & revenue law and arbitration shall be an added advantage

**13 SENIOR TECHNOLOGY MANAGER – SGL 07 Job Code:  
HREIRS013**

**Duties:** The Senior Technology Manager, devises an effective strategy for executing and delivering on IT business initiatives. The Senior Technology Manager works within specific guidelines and procedures; applies advanced technical knowledge to solve moderately complex problems; receives assignments in the form of objectives and determines approach, resources, schedules and goals. Responsible for creating detailed IT solution/ service design, based on the functional specifications, to meet quality & performance requirements & technical constraints

**Requirements:** Candidate must possess a degree in Computer Science, or other relevant discipline, with at least 10+ years cognate experience and strong analytical skills. An MBA with a specialization in IT Management and other industry related Professional qualification is an added advantage

**14 TECHNOLOGY OFFICER -IT OPERATIONS– SGL 10 Job  
Code: HREIRS014**

**Duties:** Reporting to the Senior Technology Manager and shall be responsible for leading, planning, directing and controlling all activities related to Service Management, Service Integration and Technical Operation within the Service.

Will also be responsible for 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 5 years experience with the use of SQL Server, MySQL, Linux and Windows server

**15 TECHNOLOGY OFFICER -BUSINESS INTELLIGENCE &  
REPORTING – SGL 10 Job Code: HREIRS015**

**Duties:** Reporting to the Senior Technology Manager and will be responsible for managing data retrieval and analysis within the service. The development and management of business intelligence solutions and the handling of all 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 fields with at least 5 years cognate working experience. Mastery of analytics and reporting tools. Must be computer literate and proficient in the use of SQL Servers, MYSQL, Linux and Windows Server

**16 IT BUSINESS ANALYST -IT OPERATIONS – SGL 11 Job  
Code: HREIRS016**

**Duties:** Reporting to the Technology Officer – IT Operations and shall be responsible for maintaining the computer networks of the Service, providing technical support and ensuring the whole organization runs smoothly. Monitors and maintains the Service's computer systems, installs, and configures hardware and software, and solves technical issues as they arise. Providing timely solutions to issues and building positive relationships with stakeholders and the general public.

**Requirements:** Candidates must possess a degree or its equivalent in related fields with not less than 3-5 years cognate experience. With sound communication and analytical skills, relevant ICT certifications and must be proficient and possess in depth knowledge in hardware and software maintenance.

**17 IT BUSINESS ANALYST -BUSINESS INTELLIGENCE &  
REPORTING – SGL .11 Job Code: HREIRS017**

**Duties:** Reporting to the Technology Officer – Business Intelligence & Reporting and shall be responsible for bridging the gap between IT and the business using data analytics to assess processes, determine requirements and deliver data-driven recommendations and reports to executives and stakeholders.

**Requirements:** Candidates must possess a degree or its equivalent in related fields with not less than 3-5 years cognate experience. Analytical thinking abilities and client facing communication skill. With sound communication and analytical skills, relevant ICT certifications and must be proficient analyzing and breaking down information using structured frameworks and methodologies.

**SIGNED  
Management  
EDO STATE INTERNAL REVENUE SERVICE**