



<https://www.workolic.com/job/adf-recruitment/>

## Adf Recruitment Today Application Form Portal

### Description

We are seeking a highly organized and detail-oriented individual to join our team as a Recruitment Administrator for the ADF Recruitment Today Application Form Portal. As a crucial member of our recruitment team, you will play a pivotal role in streamlining and optimizing the application process for prospective candidates applying to join the Africa Defence Force (ADF). This role requires a keen eye for detail, exceptional organizational skills, and a commitment to ensuring a seamless experience for applicants.

### Responsibilities

- **Portal Management:** Oversee the ADF Recruitment Today Application Form Portal, ensuring its functionality, accessibility, and user-friendliness.
- **Application Review:** Thoroughly review and validate incoming applications to ensure completeness and accuracy.
- **Communication:** Correspond with applicants regarding the status of their applications and provide support for any queries related to the application process.
- **Data Management:** Maintain accurate and up-to-date records of applicant information within the portal and related databases.
- **Collaboration:** Work closely with the recruitment team to facilitate a smooth transition of qualified candidates to subsequent stages of the recruitment process.
- **Continuous Improvement:** Identify areas for improvement in the application process and recommend enhancements to streamline efficiency.

### Qualifications

- **Educational Background:** Bachelor's degree in Human Resources, Business Administration, or a related field.
- **Experience:** Minimum of 2 years of experience in recruitment or administration, with a focus on managing online application systems.
- **Technical Skills:** Proficient in using recruitment software and familiarity with Applicant Tracking Systems (ATS).
- **Communication:** Excellent written and verbal communication skills, with the ability to interact professionally with applicants and internal stakeholders.
- **Attention to Detail:** Exceptional attention to detail and accuracy in data management.
- **Team Player:** Ability to collaborate effectively within a team-oriented environment.

### Job Benefits

- Competitive salary commensurate with experience.
- Comprehensive health and dental insurance coverage.
- Opportunities for professional development and career advancement.
- Inclusive and supportive work culture.

### Hiring organization

Adf

### Employment Type

Full-time

### Industry

Armed Force

### Job Location

Mohammadu Buhari Way, Garki,  
900103, Abuja, Abuja, Nigeria

### Working Hours

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### Date posted

July 14, 2025

### Valid through

01.01.2026

- Contribution to a meaningful cause – supporting the recruitment of individuals to serve in the Africa Defence Force.

## **Contacts**

Interested candidates are invited to submit their resume and a cover letter outlining their qualifications and relevant experience. Recruitment Administrator Application  
The application deadline is 01.01.2026.

[ADF Job Application Portal](#)

We thank all applicants for their interest; however, only those selected for an interview will be contacted.