



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

Irc Recruitment 2025/2026 Application Form Portal

Description

We are seeking a dynamic and highly organized Recruitment Officer to join our team at IRC (International Recruitment Corporation) for the 2023/2024 recruitment cycle. As a Recruitment Officer, you will play a pivotal role in identifying, attracting, and selecting top-tier talent to meet the organization's staffing needs. This position offers an exciting opportunity to contribute to the growth and success of IRC through strategic talent acquisition.

Responsibilities

- Collaborate with hiring managers to understand staffing needs and develop effective recruitment strategies.
- Source and attract qualified candidates through various channels, including online job portals, social media, networking events, and referrals.
- Conduct thorough candidate screenings, interviews, and assessments to evaluate qualifications, skills, and cultural fit.
- Manage the end-to-end recruitment process, from posting job vacancies to extending job offers.
- Build and maintain a strong talent pipeline for current and future hiring needs.
- Stay updated on industry trends, market intelligence, and best practices to enhance the recruitment process.
- Provide regular updates and reports on recruitment metrics to stakeholders.
- Ensure a positive candidate experience throughout the recruitment process.

Qualifications

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Proven experience as a Recruitment Officer or similar role, with a track record of successful placements.
- Strong knowledge of recruitment processes, techniques, and best practices.
- Excellent communication and interpersonal skills.
- Familiarity with applicant tracking systems (ATS) and other recruitment tools.
- Ability to work in a fast-paced environment and manage multiple priorities.
- High level of integrity and professionalism.

Job Benefits

- Competitive salary and performance-based incentives.
- Comprehensive health and wellness benefits.
- Professional development opportunities.
- Collaborative and inclusive work environment.
- Opportunities for career advancement.

Contacts

Interested candidates should visit the IRC Recruitment 2023/2024 Application Form

Hiring organization

IRC

Employment Type

Full-time

Industry

Non-profit Organizations

Job Location

Abuja 900108, Federal Capital Territory, Nigeria, 900108, Abuja, Abuja, Nigeria

Working Hours

9

Date posted

July 2, 2025

Valid through

10.12.2026

Portal and complete the online application form. Please upload your resume, cover letter, and any additional supporting documents. Only shortlisted candidates will be contacted for interviews.

[Apply to Irc Jobs portal Link](#)