



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

NACA Recruitment 2025/2026 Online Application Form Portal

Description

NACA (National AIDS Control Agency) is seeking a highly motivated and detail-oriented individual to fill the role of Online Application Form Portal Administrator. As the Administrator, you will play a crucial role in managing the recruitment process through the online application portal, ensuring a seamless experience for both applicants and the organization.

Responsibilities

- **Portal Management:**
 - Oversee the functionality and performance of the online application portal.
 - Regularly update and maintain the portal to ensure it aligns with NACA's recruitment needs.
 - Troubleshoot and resolve any technical issues related to the application process.
- **Applicant Support:**
 - Provide assistance to applicants navigating the online portal.
 - Respond promptly to inquiries and provide guidance on the application process.
 - Collaborate with the HR team to address any applicant-related concerns.
- **Data Management:**
 - Ensure accurate and secure storage of applicant data.
 - Generate reports and analytics on application trends and demographics.
 - Collaborate with the IT department to implement data security measures.
- **Process Improvement:**
 - Identify areas for improvement in the application process.
 - Propose and implement enhancements to streamline the recruitment workflow.

Qualifications

- Bachelor's degree in Information Technology, Computer Science, or a related field.
- Proven experience in administering and maintaining online application portals.
- Strong troubleshooting and problem-solving skills.
- Excellent communication and interpersonal skills.
- Familiarity with data management and security protocols.
- Ability to work collaboratively in a dynamic team environment.

Job Benefits

- Competitive salary commensurate with experience.

Hiring organization
NACA

Employment Type
Intern

Industry
Government Administration

Job Location
Plot 823 Ralph Shodeinde Street,
CBD, 23409, Abuja, Abuja, Nigeria

Working Hours
9

Date posted
July 3, 2025

Valid through
10.12.2026

- Health and wellness benefits.
- Opportunities for professional development and training.
- A supportive and inclusive work environment.
- Contribution to a meaningful cause in public health.

Contacts

Interested candidates should submit their resumes and cover letters through the NACA Recruitment 2023/2024 Online Application Form Portal. Visit [NACA's official website](#) to access the portal and complete the application process. The deadline for applications is [insert_deadline_date].

NACA is an equal opportunity employer. We encourage candidates from all backgrounds to apply.

Note: Only shortlisted candidates will be contacted for interviews.