



EDO STATE TRANSPORT AUTHORITY

Benin City, Edo State, Nigeria.

NOTICE OF RECRUITMENT INTO THE NEW EDO LINE LIMITED.

It is hereby announced for the information of the general public that following the acquisition of vehicles for the New Edo Line Limited to operate inter-city and interstate transport services, the Edo State Government wishes to invite application from suitable qualified and experienced candidates to fill various vacant positions in the New Edo Line Limited which will ensure the smooth and efficient operations of the Company.

Consequently, interested applicants who should not be less than 25 years old are advised to submit application for the under listed positions in a sealed envelope indicating position applied for, and accompanied with the following documents:

- a. Detailed CV
- b. Educational Qualifications
- c. Birth Certificate/Declaration of Age
- d. Certificate of Local Government of Origin.
- e. National Identity Card and any other relevant document,

To the Open Registry, Edo State Transport Authority, 3rd Floor, Block A Secretariat Complex, Sapele Road, Benin City, not later than Monday 23rd June, 2025. (4:00pm). Applications received after the deadline will not be entertained.

AVAILABLE VACANCIES

1. Terminal Managers:

Qualifications:

- i. Bachelor's degree (minimum of Second Class Lower Division) in Transportation, Logistics, Business Administration, or a related field from a reputable and recognized University. Additional qualifications in transportation management will be an added advantage.
- ii. Minimum of 5 years of progressive experience as Transport Manager in terminal operations or logistics management, preferably within the transportation sector.
- iii. Proven leadership and team management skills.
- iv. Strong understanding of transportation regulations and safety standards.
- v. Proficiency in terminal management software and MS Office Suite.
- vi. Candidate must be ready to serve in any of our terminals across the country.

2. Accountant 1:

Qualifications

- i. Candidate must possess a Bachelor's degree (minimum of Second Class Lower Division) in Accounting, from a reputable and recognized University. Additional qualifications in management or Finance will be an added advantage.
- ii. Candidate must be a member of ANAN or ICAN with 3 years post qualification cognate experience and in-depth knowledge in various accounting packages.
- iii. Proficiency in accounting software and MS Excel.
- iv. Knowledge of Nigerian financial regulations and reporting standards.

3. Cashier:

Qualifications

- i. Candidate must possess OND/HND in Accounting from a reputable and recognized Institution.
- ii. Proven experience as a Cashier or in a similar customer service role, preferably in a fast-paced environment with adequate knowledge of online ticketing management.
- iii. Strong numerical skills and attention to detail.
- iv. Ability to handle cash transactions accurately and responsibly.
- v. Excellent communication and interpersonal skills.
- vi. Familiarity with Point-of-Sale (POS) systems.

4. Procurement Officer:

Qualifications:

- i. Candidate must possess a Bachelor's degree (minimum of Second Class Lower Division) in Supply Chain Management, Procurement Management, Logistics or a related field. Additional Professional

Certifications will be an added advantage.

- ii. Candidate must possess a Minimum of 3 years of experience in procurement or supply chain management in a reputable company in Nigeria.
- iii. Strong knowledge of procurement principles, practices and regulations.
- iv. Excellent negotiation, communication, and interpersonal skills.
- v. Ability to analyze data, identify trends, and make informed decisions.
- vi. Proficiency in Microsoft Office and procurement software.

5. Storekeeper:

Qualifications:

- i. Candidate must possess OND/HND or Bachelor's degree in Logistics, Supply Chain Management, Accounting, Business Administration, or a related field from a reputable and recognized Institution.
- ii. Strong attention to detail and excellent organizational skills.
- iii. Ability to maintain accurate records and manage inventory systems.
- iv. Adequate Knowledge of warehouse operations and safety procedures.
- v. Physical stamina and ability to lift heavy items when necessary.

6. Tracking Officer:

Qualifications

- i. Candidate must possess OND in Electrical and Electronics Engineering, Logistics, Transport Management, Business Administration, or a related field from a reputable and recognized Institution.
- ii. Candidate must possess a minimum of 3 years post qualification in-depth experience in vehicle tracking, logistics and fleet management

software design, deployment and maintenance. (Proficiency in GPS tracking systems and relevant software).

- iii. Excellent communication skills (written and verbal) and ability to provide accurate updates.

7. Public Relation Officer/Announcers

Qualifications:

- i. Candidate must possess a Bachelor's degree (minimum of Second Class Lower Division) in Mass Communication, Public Relations, Journalism, English, or a related field from a reputable and recognized University.
- ii. Minimum of 3 years of experience in public relations, corporate communications, or as an Announcer.
- iii. Exceptional verbal and written communication skills.
- iv. Strong public speaking and presentation abilities.
- v. Ability to draft compelling press releases and manage media relations.
- vi. Strong interpersonal skills and a positive, engaging personality.
- vii. Knowledge of social media management and digital communication strategies.

8. Ticketing Clerk:

Qualifications

- i. Candidate must possess a minimum of 5 Credit pass in SSCE
- ii. Candidate must be proficient with the Computer.
- iii. Previous experience in a customer service or ticketing role, preferably in the transportation or hospitality sector.
- iv. Strong numerical accuracy and ability to handle transactions efficiently.
- v. Excellent communication and interpersonal skills.

9. Administrative Officer:

Qualifications

- i. Bachelor's degree (minimum of Second Class Lower Division) in Public Administration, Business Administration, Office Management, Secretariat Studies or a related field from a reputable and recognized University
- ii. Candidate must possess a sound practical knowledge of modern administrative jobs
- iii. Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook).
- iv. Strong organizational and time management skills.
- v. Excellent written and verbal communication.
- vi. Ability to multitask and prioritize effectively.
- vii. High level of integrity and ability to maintain confidentiality.

10. Operations Manager:

Qualifications

- i. Candidate must possess a Bachelor's degree, (minimum of Second Class Lower Division) in Logistics, Supply Chain Management, Business Administration, or a related field. A postgraduate degree or professional qualification is an added advantage
- ii. Candidate must possess a minimum of 10 years post qualification cognate experience in Commercial Transportation management in at least two well established transportation companies in Nigeria.
- iii. Proven ability to develop and implement operational strategies for efficiency and profitability.
- iv. Strong data analytical skills with the ability to interpret operational reports and KPIs.

- v. Extensive knowledge of transportation regulations in Nigeria and a good understanding of the country's road network.

11. Hiring Officer:

Qualifications

- i. Candidate must possess a Bachelor's degree, (minimum of Second Class Lower Division in Logistics, Transport Management, Business Administration, or a related field from a reputable and recognized University.
- ii. Minimum of 3 years of experience in fleet management, logistics coordination, or vehicle procurement/hiring, preferably within the transportation industry.
- iii. Strong negotiation and contract management skills.
- iv. Excellent knowledge of vehicle specifications, maintenance standards, and relevant industry regulations.
- v. Ability to assess vehicle suitability and reliability for commercial operations.
- vi. Strong organizational skills and attention to detail in record keeping.
- vii. Good communication and interpersonal skills to build and maintain relationships relevant stakeholders.

12. Mechanics:

Qualifications

- i. Minimum of a Trade Test III/II/I or an OND in Mechanical Engineering, Automotive Technology, or a related field.

- ii. Minimum of 3-5 years of practical experience in vehicle maintenance and repair, preferably with commercial buses.
- iii. Strong knowledge of petrol engine systems, braking systems, electrical systems, and general vehicle mechanics.
- iv. Ability to diagnose and troubleshoot vehicle faults using appropriate tools and equipment.
- v. Familiarity with safety procedures and environmental regulations related to vehicle maintenance.

13. Cleaners

Qualifications:

- Minimum of an SSCE or its equivalent.
- Proven experience in cleaning and general maintenance, preferably in a commercial or public setting.
- Knowledge of various cleaning techniques and use of cleaning agents/equipment.
- Strong attention to detail and a commitment to maintaining cleanliness standards.
- Good physical stamina and ability to perform tasks requiring bending, lifting, and standing for extended periods.
- Reliability, honesty, and a positive attitude.

Only shortlisted candidates will be contacted for an interview.

Signed:



S.E. Anyanahun (Mrs).
Director Shared Services
For: Managing Director