TEACHFORNIGERIA

(Incorporated as Teach First Nigeria Foundation)

Position: Head of Recruitment, Selection and Matriculation (RSM)
Reporting to: CEO
Location: Lagos, Nigeria
Employment Type: Full-time
Start Date: Immediately

About Teach For Nigeria

Teach For Nigeria (TFN) is focused on developing a movement of leaders across the nation who are committed to ending educational inequity. In the short term through a two-year Fellowship, TFN recruits Nigeria's most outstanding university graduates and young professionals of all academic disciplines to teach as full-time teachers (as Fellows) in high-need schools in poor communities.

Through this experience, our Fellows gain exposure to the realities of Nigeria's education system and begin to identify their role in building a wider movement for educational equity. In the long term, TFN supports its alumni – equipped with the experience, conviction, and insight that comes from leading children to fulfil their potential – to be a force for change, working from across sectors to expand educational opportunity.

Position Summary

The Fellowship Recruitment, Selection & Matriculation (RSM) team is responsible for attracting highly qualified and motivated individuals to apply for the Teach For Nigeria Fellowship, screening applicants to admit those who meet our selection bar, and ensuring that admitted Fellows join the program.

Teach For Nigeria is looking for an experienced Head of recruitment, selection and matriculation who would like to take on the challenge of establishing Teach For Nigeria as one of the top graduate employers in the country.

The Head of RSM will have an opportunity to shape the team culture, design and optimize recruitment & selection operations, innovate and build partnerships with universities and targeted institutions towards ensuring that TFN has a pipeline of outstanding candidates for the Fellowship programme.

The Head of RSM is also a member of Teach For Nigeria's Senior Leadership Team and will have the opportunity to help steer the overall direction of the organization.

We are looking for someone who thrives in an intense and high pace environment, whilst maintaining careful attention to detail. You will need excellent relationship-building skills so that you are able to put your team and candidates at ease whilst challenging them appropriately.

You will need to be experienced in managing a large and varied workload and flexible to supporting the team as required. You will be passionate about helping us to select future Teach For Nigeria cohorts. You will need to be confident and skilled in data

analysis, with background experience within this field. You should be confident enough to challenge current practices and identify opportunities to enable future growth, sustainability and excellence through data evaluation and designing and delivering a range of processes.

You will assist us in assessing thousands of application forms, using your judgment to apply the best and comprehensive recruitment practices consistently.

Major Responsibilities

- ❖ Set, define, and meet ambitious goals for recruitment and selection that are aligned with larger organizational objectives.
- ❖ Managing a team of high-performing team members and volunteers to be successful and engaged in a fast-paced, goals-driven environment; continuing to grow the team in response to the scale of the fellowship program.
- ❖ Collaborating with other functional units to improve the selection model by analyzing correlation between student outcome data and candidate attributes
- ❖ Build partnerships that will Lead the team to deliver an excellent, high quality selection process to ensure we hire a cohort of talented and diverse individuals, committed to addressing educational disadvantages in Nigeria.
- ❖ Identify, cultivate and influence outstanding graduates and young professionals to apply to and join the Fellowship.
- ❖ Design an effective communication, branding and marketing strategy for diverse audiences to deliver a compelling vision tailored to their unique motivations and interests.
- ❖ Manage national recruitment teams to bring in applications from high quality candidates at top universities and workplaces across the country
- ❖ Lead the process of refining current selection processes (including selection competencies and application design).
- ❖ Design and execute training for the selection committee and assess selector accuracy.
- ❖ Set and achieve ambitious matriculation goals for accepted Fellows.
- ❖ Manage communication to ensure high levels of applicant satisfaction.
- ❖ Develop high-impact external communications (acceptance letter, etc.).

Education and Experience
- ❖ Bachelor's degree from a reputable university required, an advanced degree preferred.
- ❖ Minimum of 5 years of professional experience with 3 years of management experience
- ❖ Experience in marketing and/or recruiting, especially targeting top-talent pool, nonprofit sector preferred.
- ❖ Experience creating efficient systems to manage multiple projects simultaneously.
- ❖ Experience collecting, analysing and using data to inform strategic and tactical decisions.
- ❖ Experience working and living in Nigeria or in a country with similar context to Nigeria.

Requisite Skills
- ❖ Ability to effectively operate independently and as a part of a team in a high-intensity, high uncertainty start-up environment with a results-oriented culture.

- ❖ Strong organizational skills with proven time management skills.
- ❖ Ability to develop and execute complex Recruitment, Selection and Matriculation strategy.
- ❖ Ability to build and sustain strong relationships with a diverse pool of individuals.
- ❖ Ability to compellingly present to small and large groups.
- ❖ Ability to identify, clearly, the traits and attributes of high-potential candidates for the Teach For Nigeria Fellowship, which will enable them to be effective leaders in the classroom and beyond.
- ❖ Ability to clearly articulate, in writing, our vision, goals and work, and address effectively the common barriers and motivations of different individuals.
- ❖ Comfortable working with databases and analyzing data

Approach to Work
- ❖ Must have a deep understanding of and strong alignment to Teach For Nigeria's mission, vision and core values
- ❖ A self-starter with initiative, confidence, drive, and flexibility to deal with unexpected situations or last-minute changes in a dynamic team
- ❖ Must show an uncommon level of personal responsibility in achieving professional goals.
- ❖ Must be reflective; proactively working to grow and improve
- ❖ Able to perform miscellaneous job-related duties as assigned.

Compensation
Salary is competitive in the Nigerian context and depends on prior experience. Additionally, there is ample opportunity for professional development and mobility within the organization, as well as access to professional development through the global Teach For All network.

How to Apply
Please email your resume and a **one-page** cover letter to careers@teachfornigeria.org. Please indicate the position applied for in the subject line of your email. Your cover letter should include why you are interested in Teach For Nigeria and in this position. Only short-listed candidates will be contacted.