

TEACHFORNIGERIA

Title: Placement and Stakeholder Engagement Officer

Reporting to: Head of Government Relations and Stakeholder Engagement

Start Date: Immediately

Type: Full-time

Location: Based in Lagos, Nigeria

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

Teach For Nigeria is in search of a Placement Officer who is quick-witted and would like to take the challenge of finding placements for Fellows, establishing and maintaining relationships with stakeholders, securing agreements and ensuring that he/she can legally place fellows, and monitor administrative processes. The Placement & Stakeholder Engagement Officer will strive to leverage the relationship with key state stakeholders to drive broad understanding of Teach For Nigeria's mission, impact and support key organizational goals.

The Placement & Stakeholder Engagement Officer will report to the Head of Government Relations and Stakeholder Engagement on setting and executing a high level Government engagement strategy, Managing stakeholders and placement partnerships. To be successful, the Placement & Stakeholder Engagement Officer must be a strategic thinker who is able to set a bold vision, develop strategies and an opening plan to achieve this vision and skillfully achieve results.

Major Responsibilities

- ❖ Maintain the relationship between the organization, community members and government officials.

- ❖ Establishing, nurturing and maintaining strong relationships with selected government stakeholders responsible for Fellow placement.
- ❖ Nurturing and maintaining relationships at Teach For Nigeria partner schools through consistent engagement and consultation with School Head Teachers, Teachers and school-level stakeholders.
- ❖ Maintain an updated database on Teach For Nigeria partner schools, including weekly progress status reports to the team lead.
- ❖ Build and maintain a comprehensive database on placement schools/communities for Teach For Nigeria that would include details such as local emergency contacts, placement history and housing constraints.
- ❖ Leading and coordinating site visits to current and potential Teach For Nigeria school Partners.
- ❖ Nurturing and maintaining relationships with key states and district education stakeholders through consistent engagements and consultations with State Education Officers, District Education Officers and local community leaders.
- ❖ Work collaboratively with the team to provide data that will inform the placing of fellows in schools in a manner that will maximize student impact.
- ❖ Work collaboratively with all necessary units as liaison between government stakeholders
- ❖ Manage relationships with placement partners
- ❖ Work with the M/E unit to establish monitoring processes to evaluate and manage school placements.
- ❖ Identify and work with relevant agencies and organizations to plan and coordinate school placements.

Education & Experience

- ❖ Bachelor's degree in any field and strong academic track record
- ❖ Minimum of 3 years of professional working experience
- ❖ Previous experience working within a Nigerian Government Parastatal is preferred
- ❖ Experience working and living in Nigeria is preferred

Requisite skills

- ❖ Exceptional organization skills and strong attention to detail
- ❖ Operates with a high level of personal responsibility
- ❖ Strong work ethic with desire to go above and beyond
- ❖ Strong interpersonal relationship building skills with a variety of diverse stakeholders
- ❖ Strong written and verbal communication skills
- ❖ Ability to prioritise and juggle multiple projects within tight deadlines
- ❖ Strategic and critical thinking skills so as to conceptualize multiple approaches to solving a problem and drawing out a clear roadmap with roles and responsibilities
- ❖ Relationship building and influencing skills so as to leverage people and relationships outcomes

- ❖ Communication skills so as to deliver compelling messages through oral and written medium to diverse stakeholders
- ❖ Ability to be highly resourceful and entrepreneurial in the face of uncertainties
- ❖ Ability to maintain a demanding travel schedule and work long hours
- ❖ Ability to engagingly present to small and large groups
- ❖ Ability to flexibly adjust strategy when unexpected obstacles emerge

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 network, Teach For All.

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.