

TEACHFORNIGERIA

Title: Operations Director

Reporting to: CEO

Duration: Full time

Location: Lagos

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 broader 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 fulfill their potential – to be a force for change, working from across sectors to expand educational opportunities.

Our Core Values

- **Sense of possibility:** At Teach For Nigeria, we relentlessly drive towards achieving our goals, with a strong belief that nothing is impossible.
- **Respect and Humility:** All our actions are guided by a sense of humility and equality, and we greatly value human dignity.
- **Excellence:** We have high expectations of ourselves and others, and we are sworn to deliver the best quality in all we do.
- **Integrity:** We do the right thing, and we conduct ourselves in accordance with the highest standards of professional behavior and ethics. We are transparent, honest, and ethical in all our interactions.
- **Leadership:** We set positive examples and influence others to achieve set goals.
- **Innovation:** We anticipate change and shape it to fit our purpose. We acknowledge the weaknesses within our society and create ethical, forward-thinking solutions.

Position Summary

The Operations Director will be responsible for implementing and overseeing all operational goals of Teach For Nigeria and serving as an advisor to the Chief Executive Officer on operational matters. The Operations Manager will develop, strengthen and execute important internal policies and procedures in areas including, but not limited to: Finance, Human Resources, Marketing/Communications, Administration, and Technology.

Roles and Responsibilities

General Operations

- Ensuring that appropriate processes and policies are in place to ensure organizational effectiveness.
- Coordinate legal, audit, advisory, finance, risk management, and other professional/outsourced services.

“One day, every Nigerian child will have the opportunity to attain an excellent education”

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- Improve organizational efficiency and productivity through extensive process analysis and interdepartmental collaboration
- Analyze current operational processes and performance, recommending solutions for improvement where necessary
- Set strategic goals for operational efficiency and increased productivity
- Collaborating with other partner organizations towards improving organizational best practice
- Collaborate with team leads toward the development of performance goals and long-term operational plans
- Coordinate the team leads toward the development of financial and budgetary plans

Finance & Legal

- Ensure that the organization's day-to-day financial and legal stand is accurate and meets all regulatory standards.
- Liaise with the Legal Consultant to ensure all processes, procedures, and policies are in line with the law.
- Ensure all third-party contracts/transactions are properly executed.
- Responsible for planning, directing, controlling, implementing, evaluating, monitoring, and forecasting budgets and costs for each team to achieve financial objectives.

Technology

- Oversee the management of the organization's technology and web-based data management systems, including the development and maintenance of our core salesforce.com system (used for recruitment, selection, participant and alumni management, and stakeholder relationships); and lateral training of other staff in their use of data management systems
- Ensure the maintenance and improvement of IT systems (e.g. directory structures, contact databases, and ensuring data integrity and cleanliness)

Marketing and Communications

- Monitoring the activities of the media team and ensuring compliance with laid down guidelines.
- Maintenance and further development of digital presence (website, social media, and email marketing as appropriate)
- Responsibility for approving incoming communications, verbal and written, and preparing outgoing communications as required

Human Resources

- Supervise the recruitment, hiring, and onboarding of new staff.
- Ensure HR drives staff engagement and the implementation of an HR system including employee satisfaction metrics and a performance management system
- Supporting the development of a training and professional development strategy for the organization
- Handles discipline and termination of employees as needed and in accordance with company policy.

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Office Administration

- Governance support, including the preparation of Board papers and minutes
- Coordination, sourcing, and management of office infrastructure and materials
- Establish contracts, agreements, and pricing and ensure proper maintenance, and serve as primary liaison with utilities and local government agencies, such as fire, police, health, and safety agencies.
- Ensure a seamless procurement process
- Review and approve all operational invoices and ensure they are submitted for payment.
- Ensure the coordination of a sound inventory system

Education and Experience

- At least five years of senior-level experience with broad management and operational responsibility
- Experience in developing budgets, making financial projections, and business plans
- Superior negotiation skills for both internal and external purposes
- Strong working knowledge of financial management and reporting, data analysis, and performance metrics, using business management software
- Excellent leadership skills: able to influence others; able to enhance and build the culture of Teach For Nigeria
- Outstanding management skills; a team builder capable of recruiting, retaining, motivating, and developing a highly effective team
- Superior strategic and analytical skills: able to solve complex problems and implement solutions
- Relentless pursuit of improvement and results
- International perspective and experience
- Outstanding oral and written communication skills
- Embraces and values diversity
- Exemplifies Teach For Nigeria's core values and possesses the highest standards of ethics, integrity, respect for others, and humility.

Compensation

Salary is competitive at Teach For Nigeria and depends on prior experiences. Benefits include opportunities for training. Additionally, there is ample opportunity for professional development through the global network, Teach For All.

How to Apply

Click on this link: <https://forms.gle/7KLSFX6w1oWtorz88> and follow the on-screen instructions to submit your application.

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