

# TEACHFORNIGERIA

(Incorporated as Teach First Nigeria Foundation)

**Position: Selector Intern**

**Reporting to: Head of Recruitment, Selection and Matriculation**

**Location: Lagos, Nigeria**

**Employment Type: Contract (7 months, subject to extension)**

**Start Date: Immediately**

## About Teach For Nigeria

Teach For Nigeria is a non-profit organization focused on enlisting Nigeria's most promising future leaders in our mission to end educational inequity. Participants in our program, known as Fellows, serve as full-time teachers for two years in high-need schools across Nigeria and commit to transforming the education outcomes of less-privileged school children by significantly improving their achievements.

In the long term, Teach For Nigeria Alumni will form a different class of leaders, working in various sectors to expand educational opportunities for all children in Nigeria. We are looking for committed and passionate team members to join us in this movement of change.

More information can be found at <https://teachfornigeria.org/>

## Position Summary

As a Selector Intern, you will support the Recruitment, Selection, and Matriculation (RSM) 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.

Through careful and objective consideration of qualitative evidence, you will help screen online application forms, review applications to select outstanding applicants, communicate with applicants via emails and phone calls, follow up closely with scheduled applicants for each phase of the assessment centre, send offer letters to shortlisted applicants and follow up to get them signed and returned, work closely with the team to ensure applicants have a good assessment centre experience, etc. This will help feed into the continual development and evolution of our selection processes.

## Major Responsibilities

- Support the team towards achieving the organisational goal of recruiting and selecting according to the target number.
- Execute the team's strategy to manage the workflow of applications, reviews, interviews, and assessment centres
- Work to ensure that all applicants receive a high-quality, consistent, and fair experience.
- Work with the developed communication plan to be sent to applicants at all stages.

- Support the recruitment team with matriculation activities for shortlisted applicants and contribute ideas to ensure a successful matriculation.
- Ensure that the Assessment Centre and every interaction with the applicants are welcoming, professional, and inspiring.
- Supports recruiters in conducting qualitative and quantitative analyses of candidate's performance after each assessment stage of the application phase.
- Support the RSM unit to draw insights and identify trends, opportunities, or gaps in the selection process using data to improve the overall selection process and to support other teams.
- Enhance candidate experience at all phases of the selection process by proactively identifying factors that may adversely impact the candidate and sharing with the HORSM/Recruiter to mitigate against them.
- Accurately and efficiently manage internal selection documents and databases.
- Deliver additional parts of the selection process as required

### Requisite Skills & Competencies

- ❖ Deeply invested in and inspired by Teach For Nigeria's core values, vision, and mission.
- ❖ Attention to detail and highly organised
- ❖ Capable of managing self and excelling when operating in high-pressure environments.
- ❖ Adaptable and flexible in working style and approach to solving problems by thinking critically to simplify complex information.
- ❖ Effective communication and collaboration skills.
- ❖ Intermediate use of Excel
- ❖ A life-long learner.
- ❖ Be proactive and can take initiative
- ❖ Excellent time management skills.
- ❖ Demonstrates ability to display sound judgement when faced with tough decisions.

### Education and Experience

- Bachelor's degree from a reputable university.
- Experience in the selection of high-potential candidates and analysing robust data sets will be an added advantage.

### How to Apply

Please email your resume and a one-page cover letter to [careers@teachfornigeria.org](mailto: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. Application closes on **January 24th, 2025**. Only short-listed candidates will be contacted.

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

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Email: [info@teachforigeria.org](mailto:info@teachforigeria.org); Website: [www.teachforigeria.org](http://www.teachforigeria.org)