

# TEACHFORNIGERIA

*(Incorporated as Teach First Nigeria Foundation)*

**Position:** IT Associate

**Reporting to:** IT Lead

**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 fulfill their potential – to be a force for change, working from across sectors to expand educational opportunities. Further information can be found on our website [www.teachfornigeria.org](http://www.teachfornigeria.org)

## Position Summary

Teach For Nigeria is seeking a strategic and forward-thinking IT associate to support the organization's technology operations. This role is critical in ensuring the seamless operation and enhancement of our IT systems, supporting both our internal teams and broader organizational goals. Additionally, this role will be responsible for supporting all aspects of IT, including network security, system architecture, data management, and technology solutions to support the organization's mission and objectives. The ideal candidate will be a visionary leader with the ability to develop and support a robust IT strategy that aligns with our mission and ensures the sustainability and scalability of our technology infrastructure.

## Major Responsibilities

The Information Technology Associate will directly report to the Team Lead, Information Technology. Together, they are responsible for supporting all aspects of IT necessary to advance Teach for Nigeria's vision of impact.

## **The Associate will be responsible for:**

- Providing technical support and maintenance of computer systems, software, and cloud application.
- Troubleshooting and resolving technical issues in a timely and efficient manner.
- Configuring and deploying new hardware and software.
- Collaborating with the IT Lead and team to implement new technologies and solutions.
- Providing training and support to staff on the use of software and cloud applications.
- Taking ownership of assigned tasks and delivering them with minimal supervision.
- Identifying areas for improvement and proposing solutions to the IT Lead.

### **Knowledge, Skills & Abilities:**

- Exposure to software and cloud applications, specifically Google workspace and Microsoft 365.
- IT support experience, with a strong understanding of troubleshooting and problem-solving techniques.
- Excellent communication and interpersonal skills, with the ability to communicate technical information to non-technical staff.
- Empathy and a customer-centric approach to providing technical support.
- Ability to take initiative and deliver tasks with minimal supervision.

### **Education and Experience**

- Bachelor's degree in information technology, computer Science, or a related field.
- A minimum of 2 years' experience in providing technical support and maintenance of computer systems, software, and cloud applications.

### **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.

### **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 Deadline:** 2<sup>nd</sup> June 2025