TEACHFORNIGERIA

35 Moloney Street, 2nd & 3rd Floor
Opp. Nigeria Police Headquarters,
Annex (Kam Selem House),
Obalende, Lagos Island
Email: info@teachfornigeria.org
Website: www.teachfornigeria.org
Tel: 0909 860 0713

Job Description - Recruitment Intern

Program: Recruitment, Selection, and Matriculation (RSM).

Employment Type: Contract: January - August, Hybrid

Location: Lagos, Nigeria.

Reports to: Program Lead, RSM.

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. 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 come from leading children to fulfil their potential, to be a force for change, working from across sectors to expand educational opportunities.

Position Summary

As a Recruitment Intern, you will play a key role in supporting the Recruitment, Selection, and Matriculation (RSM) team to deliver a fair, high-quality process that identifies and secures talented individuals committed to tackling educational inequity in Nigeria.

You will support key stages of the recruitment cycle, from screening online applications and reviewing candidate submissions to coordinating assessment activities, communicating with applicants, and supporting offer management and onboarding tasks. In this role, you will gain hands-on experience in candidate evaluation, stakeholder engagement, event coordination, and process improvement, while contributing directly to the success of the Fellowship selection process.

Major Responsibilities

- Support the recruitment and selection process to achieve the target numbers of qualified Fellows.

- Assist in managing application workflows, assessments, and interview logistics efficiently.

- Ensure a consistent, professional, and high-quality experience for all applicants throughout the process.

- Contribute to matriculation activities and provide ideas to strengthen applicant conversion.

- Analyse candidate performance and selection data to identify trends, gaps, and improvement opportunities.

- Proactively enhance candidate experience by spotting potential challenges and recommending solutions.

Requisite Skills & Competencies

Behavioural

- Strong alignment with Teach For Nigeria's mission and core values

- Proactive, takes initiative, and leads self effectively

- Strong critical thinking and problem-solving ability

- Growth mindset and commitment to continuous learning

Collaboration & Communication

- Excellent interpersonal, written, and verbal communication skills

- Ability to work collaboratively with diverse stakeholders

Organisational Excellence

- Highly organised with strong attention to detail

- Effective time and task management in fast-paced environments

- Demonstrates sound judgment when faced with decisions

Technical

- Intermediate proficiency in Excel and comfortable with digital tools

- Ability to analyse data to support decision-making

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**. 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.

"One day, every Nigerian child will have the opportunity to attain an excellent education"
3rd Floor, 35, Moloney Street, Obalende, Lagos Island;
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