

# TEACHFORNIGERIA

**Title: Placement Officer**  
**Reporting to: Placement Coordinator**  
**Start Date: Immediately**  
**Type: Full-time**  
**Location: Lagos, Nigeria**

## **About Teach For Nigeria**

Teach For Nigeria (TFN) is dedicated to cultivating a movement of leaders nationwide who are committed to addressing 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 detail-oriented, highly organised, and execution-driven to support the effective execution of Fellows' placement cycle through school coordination, data management, stakeholder engagement, and operational support. The role ensures that Fellows are effectively placed into approved schools in line with established government agreements and organisational placement plans.

The Placement Officer will report directly to the Placement Coordinator and will support the execution of placement strategies, school engagement activities, and operational follow-through across all placement processes.

To succeed in this role, the Placement Officer must demonstrate strong attention to detail, excellent coordination skills, and the ability to manage multiple operational tasks within tight timelines while ensuring accuracy and consistency in placement processes.

## **Major Responsibilities**

### **Placement Execution & School Coordination**

- ❖ Support the implementation of placement plans developed by the Placement Coordinator.
- ❖ Coordinate the matching and placement of Fellows to approved schools.

# TEACHFORNIGERIA

- ❖ Conduct and support school visits and verification exercises.
- ❖ Ensure smooth onboarding of Fellows into assigned schools.
- ❖ Track placement status and resolve operational placement issues.

## **School Engagement & Relationship Management**

- ❖ Maintain ongoing engagement with partner schools, including Head Teachers and key school stakeholders.
- ❖ Support communication and coordination between Teach For Nigeria and schools.
- ❖ Assist in resolving school-level placement challenges.
- ❖ Participate in scheduled site visits and follow-ups.

## **Government & Stakeholder Support**

- ❖ Support engagement with government education bodies (e.g., TESCOM, SUBEB, Ministry of Education).
- ❖ Coordinate meetings, documentation, and follow-ups with government stakeholders under guidance from the Placement Coordinator.
- ❖ Maintain professional relationships with assigned government contacts.
- ❖ Provide logistical and administrative support for stakeholder engagements.

## **Data Management & Reporting**

- ❖ Maintain an accurate and updated database of placement schools and Fellows.
- ❖ Provide weekly updates on placement progress and stakeholders engagement activities.
- ❖ Support tracking of placement risks, school issues, and resolution status.
- ❖ Work with the Monitoring & Evaluation team to ensure data accuracy and alignment.

## **Monitoring & Operational Support**

- ❖ Support monitoring of Fellow placement experience and school conditions.
- ❖ Assist in identifying risks or challenges in placement schools.
- ❖ Escalate critical issues to the Placement Coordinator in a timely manner.
- ❖ Support implementation of corrective actions as required.

## **Education & Experience**

- ❖ Bachelor's degree in any discipline and strong academic track record.
- ❖ Minimum of 3 years of professional experience.
- ❖ Experience in education, operations, administration, or stakeholder engagement preferred.
- ❖ Understanding of government systems and ability to navigate public education structures is an advantage.

# TEACHFORNIGERIA

## **Requisite skills**

- ❖ Exceptional organizational skills and strong attention to detail.
- ❖ High level of personal responsibility and accountability.
- ❖ Strong work ethic with a commitment to quality execution.
- ❖ Strong interpersonal and relationship-building skills with diverse stakeholders.
- ❖ Strong written and verbal communication skills.
- ❖ Ability to prioritise and manage multiple operational tasks within tight deadlines.
- ❖ Ability to work effectively in structured and unstructured field environments.
- ❖ Ability to support stakeholder engagement and follow-up processes.
- ❖ Resourcefulness and adaptability in dynamic operational contexts.
- ❖ Ability to adjust plans in response to field realities and emerging challenges.
- ❖ Willingness to undertake field visits and operational travel as required.

## **Approach to Work**

- ❖ Strong alignment with Teach For Nigeria's mission, vision, and core values.
- ❖ Self-starter with initiative, drive, and flexibility to respond to changing operational and field conditions.
- ❖ High level of accountability and ownership in delivering assigned responsibilities.
- ❖ Reflective and committed to continuous learning and professional growth.
- ❖ Ability to operate effectively in fast-paced, field-based, and coordination-heavy environments.
- ❖ Willingness to take on additional operational responsibilities as required to support placement processes.

## **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.