

## **Job Description - Recruitment Officer**

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

**Employment Type:** Full-time, 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**

This role is responsible for identifying, selecting, and onboarding passionate and dedicated teaching fellows who will serve in underserved communities. They actively source and engage potential candidates, screen applications, coordinate interviews, and maintain clear communication with applicants. This role also includes data management, diversity and inclusion initiatives, and reporting on recruitment metrics to ensure a robust and effective recruitment process. The Recruitment Officer works collaboratively with the organisation's team to align their efforts with Teach For Nigeria's vision of providing quality education and equity in underserved areas.

### **Team Summary**

The RSM team is working to attract and select the brightest and most committed young people into the Teach for Nigeria Fellowship. Finding the right people is the key to our mission. *We look for individuals who have the potential to be Nigeria's future leaders and who will have a transformational impact in classrooms, schools and communities.*

The RSM team follows a research-based competency model to select potential future leaders for the Fellowship. The team trains selectors and runs the logistics of the selection process across states in Nigeria. The team constantly works to ensure a fair and consistent experience for all applicants who apply and works to support and matriculate accepted candidates to join the Fellowship.

## **Key Responsibilities**

*Your responsibilities would include*

- Recruit and deliver a diverse group of 50-100 fellows from target groups, deeply committed to ending educational inequity.
- Support the application review process, selection and coordination of interviews and assessments for incoming fellows.
- Establish the Teach For Nigeria brand on campuses and in corporate institutions, expertly promoting the Leadership Development Program to target audiences.
- Identify and engage key talent, influencing candidates to align with Teach For Nigeria's vision for education transformation in underserved communities.
- Lead planning and execution of recruitment events, offering candidates opportunities to learn about Teach For Nigeria's mission and program.
- Build and maintain key relationships with assigned organisations to convey Teach For Nigeria's vision and engage stakeholders effectively.
- Maintain regular contact with candidates throughout the recruitment process, following guidelines set by the selection team to ensure a positive candidate experience.
- Supports strategies that ensure a diverse, equitable, and inclusive candidate pipeline.
- Foster potential talent and incoming participants through events, regular phone calls, and meetings, emphasising Teach For Nigeria's sense of community and its mission.
- Oversee and manage teams of community influencers and ambassadors on campuses, leadership institutions and other target groups, providing feedback and guidance as needed to ensure efficient and effective operations.
- Assist in the onboarding/matriculation process of newly recruited fellows, ensuring a smooth transition into their roles.

## **Must-Have Competencies**

### **Technical & Digital**

- Proficient in Excel, Word, PowerPoint, and Google Workspace
- Ability to learn and work efficiently with CRM/recruitment software
- Strong data analysis skills for applicant tracking and reporting

### **Core & Behavioural**

- Results-driven mindset with commitment to meeting recruitment targets.
- Strong interpersonal skills to build relationships with candidates, partners, and colleagues.
- Excellent written and verbal communication; persuasive presentation abilities.
- Strong organisational skills to manage multiple tasks and timelines.
- Proactive, takes initiative; works independently with minimal supervision.
- Collaborative team player.

**Knowledge**

- In-depth knowledge of the Teach For Nigeria Leadership Fellowship Program.
- Familiarity with the Nigerian university landscape and graduate recruitment processes.

**Nice-To-Have Competencies**

- Creativity and innovation in designing talent management strategies.
- Understanding of the wider education ecosystem beyond universities
- Ability to design campaigns/programs that enhance talent attraction
- Exposure to process optimisation and improvement initiatives

**Education and Experience**

- Bachelor's degree from a reputable university.
- Minimum of 2-3 years of professional experience.
- Experience in the selection of high-potential candidates.
- Experience in talent sourcing, recruitment, or youth leadership programs.
- Demonstrated experience working with a robust data set and carrying out complex data analysis.

**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. Only short-listed candidates will be contacted.