



OUR CLIENT

Our client is a financial sector governmental body. It seeks to support increased access to financial services by making the market for financial services work better for the poor, and by improving regulation in Nigeria.

BACKGROUND

Seven out of ten Nigerian adults are unbanked, and nearly half of the adult population is considered financially excluded. Some banking clients have to travel long distances to reach a branch, resulting in the travel cost sometimes being higher than the amount the client wanted to deposit on that day.

Digital Financial Services (DFS) has the potential to expand the delivery of basic financial services to the poor or underbanked through new technologies like mobile phones, computers, electronic money and new channels such as retail agents.

To further achieve the aforementioned objective, our client has identified the urgent need to recruit competent and suitably qualified individuals to fill the specified position below:

Communications & Reporting Manager (Ref: PMU-16-04)

Reports to – Head of Strategy Co-ordination Office

Role Summary

The position holder will support the Secretariat in developing and managing the communications strategy for the Project. This includes engagement with relevant internal and external stakeholders to develop and execute appropriate flow of information on financial inclusion and progress towards project goals and targets.

The Communications & Reporting Manager will deploy different channels including creating viable social media presence and leverage print and electronic media to promote the project among diverse audience. The position holder will also anchor the publication of stakeholder implementation initiatives as well as bi-annual and other periodic reports on the project.

Responsibilities

- i. Design and manage appropriate communications strategy for the Project Secretariat to support implementation and sustain the engagement of internal and external stakeholders to the performance of their roles and responsibilities;
- ii. Perform the communications function for the Project Secretariat including strategy status updates, press releases, and meeting outcomes;
- iii. Facilitate the organization of stakeholder engagement events, leveraging appropriate tools to create required publicity on project initiatives;

- iv. Establish and maintain close working relationships with the communication arms of stakeholder institutions, influencing the delivery and adoption of financial services among various segments of the population, in support of project objectives;
- v. Coordinate closely with the Program Management Unit to extract key learnings and project milestones for dissemination to broader audience;
- vi. Coordinate closely with the Data Management Office to develop relevant publication of bi-annual data and other periodic reports on project implementation.

Competencies & Skills Requirements

- i. *Core Knowledge and Skills*
 - Understands the strategic benefits of the project and the linkage between the various stakeholders, their goals, organizational strategy and drivers;
 - Strong knowledge and proven track record in the financial services sectors such as Microfinance, SME Financing, Retail Banking and Mobile payment solutions, especially in developing markets;
 - Hands-on experience in developing and launching communications campaigns using multiple channels including social, print and other electronic media;
- ii. *Communication skills:* Must be able to communicate large and complex ideas and recommendations to a diverse set of stakeholders including highly technical and non-technical issues on the project. Strong analytical skills and ability to mine data insights from multiple sources (local and international) is essential;
- iii. *Internal & External Contacts:* manage day to day relationship with internal and external colleagues, grantees, and close partners. Identify and develop relationships in support of overall project implementation;
- iv. *Problem Solving:* problems are often complex and require research and careful review of options and communication.

Qualification and Experience

- Minimum of a first degree in Mass Communication, Public Relations, Social Sciences or other relevant field, from a reputable institution;
- Minimum of Ten (10) years' cognate work experience within the financial or technology sector, Seven (7) of which should be in a similar function at senior management level;
- Demonstrated proficiency managing analytically rigorous initiatives;
- Good knowledge of Microsoft Office tools e.g. Word, Excel, Power Point etc.

Location

This position is located in Abuja, Nigeria.

Candidates must be willing to relocate. Relocation will be covered by the client.

Compensation

This position attracts a competitive compensation and benefits packages.

The position is for a 2-year initial contract period, renewable subject to the project's life cycle and per candidates' performances.



Application

To apply, download a **pre-interview questionnaire** on this [link](#) and send the completed **questionnaire** with a copy of your updated resume in **Microsoft Word format** to research@talentstonefinance.com cc: hello@talentstoneafrica.com quoting the Job Title and Reference Code for the position in the subject.

Applications will be reviewed on a rolling basis up till **09 May 2016**. Please note that only short listed candidates will be contacted.

