

OUR CLIENT

Our client is a development organisation in the financial services sector working to promote financial inclusion in Nigeria. It seeks to facilitate an all-inclusive and growth-promoting financial system. The organisation is funded by the UK Government's Department for International Development and the Bill & Melinda Gates Foundation.

The organisation is well renowned within Nigeria's financial sector for providing thought leadership in financial inclusion and championing the unbanked. Through funding and catalyzing innovation, providing cutting-edge research, advocating for enabling inclusive policies and building capacity, it has built a reputation as an "honest broker" amongst both the private and public sectors. Data from some of their surveys was a key source of information in the development of the National Financial Inclusion Strategy; and is also widely used by a diverse range of stakeholders, including regulators, as a benchmark for financial inclusion in Nigeria. Furthermore, financial services providers use their research to develop a range of relevant financial products through gaining insights and understanding of consumers' needs.

The organisation is seeking to appoint dynamic, strategic, and committed individuals to newly defined roles to build on its current achievements and accelerate the impact of financial inclusion in Nigeria.

BACKGROUND

To further achieve the aforementioned objective, our client has identified the urgent need to recruit a competent and suitably qualified individual to fill the position of **Programme Associate**. This is a rapidly growing organization with considerable influence in the financial sector.

ROLE PROFILE

The Associate will support Programme Managers towards the achievement of the organisation's five year strategy by conducting analysis, providing strategic planning support, and supporting delivery of programme activities.

Reports to: Programme Manager, Inclusive Products, or the Programme Manager, Women & Financial Capability (hereafter referred to as the "Line Manager")

Department: Programmes

Directly supervises: N/A

Manages external N/A

Job Description

The Associate will conduct insightful and compelling analysis to provide Programme Managers with relevant information that can be used to promote financial inclusion in Nigeria. He/she will also support implementation of financial inclusion strategies through day-to-day project management of the organisation's activities. The Associate will have foundational business skills, a strong analytical mind and the desire and ability to quickly learn about the organisation's strategic focus areas.

The successful applicant will have a demonstrated track record of success and a passion for social impact. He or she must have good project management skills, be a proactive problem solver, and be able to engage with external stakeholders. The successful applicant will be results driven and committed to

high standards of performance. He or she will be adaptable, creative, and accustomed to delivering results in a dynamic, fast-paced and fluid working environment.

the organisation currently has four Programme Manager roles driving the organisation's strategic areas and cross cutting themes: Programme Manager, Payments; Programme Manager, Agent Networks; Programme Manager, Northern Nigeria & Inclusive Products; and Programme Manager, Women & Financial Capability. the organisation is seeking two Associates to support this team, one of whom will report to the Programme Manager, Northern Nigeria & Inclusive Products, and the other of whom will report to the Programme Manager, Women & Financial Capability.

Responsibilities

The role will include, but not be limited to, the following responsibilities and accountabilities:

i. Strategic Support

- Conduct in-depth analysis to support the Programme Managers in developing specific strategies for the organisation's strategic areas and cross cutting themes
- Keep abreast of relevant developments related to the organisation's strategic areas and cross cutting themes. This may include policy/regulatory changes, new research conducted, activity by industry bodies, and/or relevant activity by financial institutions
- Provide Programme Managers with relevant information related to financial inclusion in Nigeria as well as globally
- Contribute to the writing of relevant reports to assist Programme Managers in development of their focus areas
- Identify opportunities to improve on the organisation's strategies, operational plans, and/or operations, and make recommendations to the Line Manager

ii. Project Management and Execution

- Support the Programme Managers in delivering against approved strategies
- Conduct project management for financial inclusion initiatives, which includes conducting detailed planning, tracking progress against agreed plans, managing vendors as needed, identifying and recommending solutions to issues, and reporting on project status
- Monitor the impact of the organisation's programme activities and provide input to final reports
- Actively support the planning and management of the organisation's events (workshops, innovation fora and breakfast series)
- Help Programme Managers document and store information about programme activities, and share information within the organisation

iii. Stakeholder Engagement

- Help Programme Managers identify relevant stakeholders whom the organisation can engage to promote financial inclusion

- Support Programme Managers in managing working groups or other relevant industry bodies, including convening stakeholders, providing logistical support, writing minutes and circulating information to working group members
- Contribute to the writing of relevant publications for distribution to external stakeholders

iv. Additional Responsibilities

- Take responsibility for own continuous professional development by proactively identifying and participating in formal/informal learning opportunities
- Contribute input to quarterly reports and provide other status reporting as requested by Programme Managers
- Perform any other duties as may be assigned by the Line Manager

Competency / Skill Requirements

Skills

- Strong analytical skills with the ability to evaluate and synthesise information
- Ability to collate and interpret large amounts of data
- Proven ability to produce concise, well-structured, and high quality reports and presentations
- Strong project management, time management and planning skills
- Ability to meet tight deadlines in a fast-paced environment
- Works well independently and as part of a team
- Ability to deliver results with low levels of supervision
- Very high level of attention to detail and accuracy
- Very strong verbal and written communications skills
- Strong interpersonal skills
- Highly numerate
- Advanced level competency in the Microsoft Office Suite, especially Word, PowerPoint and Excel

Personal Qualities

- Commitment to the financial inclusion agenda
- Energetic, proactive approach to work
- High levels of initiative
- Enterprising attitude that is quick to search out alternative solutions to needs or problems
- Committed to delivering high quality results, with cost-effective use of resources
- Positive, flexible, supportive attitude towards work
- Can-do approach
- Driven and a self-starter
- Exhibits helpful behaviour beyond strict job requirements
- Works well under pressure and meets deadlines
- Multi-tasks effectively
- Integrity and high personal ethical standards
- Innovative



- Confident
- Resilient and able to work well under pressure

Qualification / Experience

Essential

- Bachelor's Degree in Statistics, Economics, Anthropology, International Development, Public Policy or related field, from a reputable institution
- Minimum of three years' relevant work experience
- Experience conducting desk research, handling a variety of information sources and producing relevant reports
- Proven ability to synthesise implications from data
- Experience successfully managing projects to meet deadlines and quality standards

Desired

- Prior experience in financial inclusion and/or the Nigerian financial sector
- Knowledge of socio-economic trends in Nigeria

Employment with the organisation offers an exceptional and challenging opportunity for the right candidate. You will be offered an attractive remuneration and employment benefits package.

To indicate your interest, please mail your updated resume to hello@talentstoneafrica.com

Talentstone