

| 1. JOB DESCRIPTION | |
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| Job Title | Executive Technical Assistant to the CEO |
| Reports to | Chief Executive Officer (CEO) |
| Department | Chief Executive Office |
| 2. BACKGROUND | |
| Job Objectives | <p>The Executive Technical Assistant (ETA) to the CEO will provide high-level strategic, analytical, and operational support to the CEO, enabling the effective execution of EFInA's mandate to advance financial inclusion in Nigeria.</p> <p>The role goes beyond traditional executive assistance and is designed for a technically strong, policy-competent and analytically minded professional who can translate complex data and policy into strategic insights, manage critical initiatives, coordinate stakeholders, prepare board-level materials and support thought leadership outputs.</p> <p>This position is ideal for a self-starter with a strong background in development finance, economics, policy analysis, technology, or financial markets, and with impeccable discretion, exceptional professionalism, high level of judgment, attention to detail, ability to operate proactively in a dynamic, mission-driven environment and communication skills.</p> |
| About EFInA <p>Enhancing Financial Inclusion and Advancement (EFInA), established in late 2007, is a member of the financial sector deepening (FSD) network committed to building inclusive financial systems across Nigeria.</p> <p>Since its establishment, EFInA has served as a market facilitator leveraging research, advocacy, partnerships, and systems strengthening to drive sustainable systemic change by removing barriers to access, reducing risks, and creating opportunities for underserved groups, irrespective of gender, socio-economic status, and geography, to be empowered and to fully participate in the financial system. Our commitment is to ensure financial inclusion becomes the foundation for sustainable growth, resilience, and prosperity in Africa.</p> | |
| 3. JOB RESPONSIBILITIES | |
| Strategic & Technical Advisory <ul style="list-style-type: none">Support the CEO in shaping, tracking and delivering EFInA's strategic priorities and organisational objectives.Provide timely, research-based insights on financial inclusion, MSMEs, gender, agri-finance, climate finance, digital finance and economic development policyDevelop high-quality briefing notes, policy memos, position papers, talking points, speeches and strategic responses on behalf of the CEO. Data & Analytical Support <ul style="list-style-type: none">Support the CEO's use of EFInA's A2F data, dashboards and Financial Inclusion Observatory.Analyse inclusion data to generate evidence-based insights for policy advocacy and strategic engagement.Prepare analytical reports, summaries and visualizations for internal and external stakeholders. Stakeholder & Relationship Management <ul style="list-style-type: none">Support CEO's engagement with donors, regulators, government, financial institutions, fintechs and development partners.Coordinate communication between the CEO's office and key stakeholders.Track partnerships, MoUs, engagements and follow-ups linked to the CEO's office Programme & Project Oversight <ul style="list-style-type: none">Support oversight of CEO-priority initiatives (e.g. A2F Survey, Digital Financial Inclusion Index, State-level inclusion programmes).Track milestones, KPIs, risks and reporting timelines.Support preparation of board and donor-facing reports and presentations. Thought Leadership & External Positioning <ul style="list-style-type: none">Support the CEO in preparation for conferences, summits, media appearances and high-level meetings.Draft articles, op-eds, reports, messages and public content in the CEO's voice.Support knowledge dissemination and media/advocacy positioning activities. | |

Executive Office Coordination

- Manage CEO's workflow, priorities and meeting schedule from a strategic perspective.
- Filter and prioritise information and requests.
- Prepare board, leadership and management meeting materials.
- Attend meetings, prepare briefs, minutes and follow-up actions.
- Any other tasks to be assigned by the CEO in support of organizational goals

Project & Information Management

- Track action points arising from CEO engagements and internal meetings.
- Coordinate cross-functional tasks and special initiatives under the CEO's office.
- Conduct background research to support strategy, advocacy and leadership decisions.
- Maintain structured and confidential filing systems for documents and records.

Logistics & Administrative Support

- Support planning and execution of internal and external events involving the CEO.
- Coordinate, with the Operations team, the CEO's local and international travel, accommodation, visas and expense reconciliation.
- Handle confidential information with discretion and integrity.

4. JOB REQUIREMENTS

Key Performance Indicators (KPIs)

- Timeliness and quality of strategic briefs, reports and presentations.
- Quality and accuracy of donor- and board-level documentation
- Effective tracking of priorities, milestones and actions.
- Strong coordination of stakeholder engagement.
- Demonstrable value-added analysis for decision-making.

Attributes, Qualifications & Education

- Minimum of a **master's degree in economics**, Finance, Development Studies, Public Policy, Business, International Development or related field.
- 6–8 years relevant experience in development finance, management consulting, policy analysis, financial services or related fields.
- Minimum of 4 years of progressive experience supporting C-level executives, preferably in a donor-funded, development, or financial sector institution.
- Strong understanding of Nigeria's financial system and inclusion ecosystem.
- Excellent research and analytical skills.
- Advanced written and verbal communication skills.
- Proven ability to develop strategic documents and executive-level reports.
- Experience working with Boards, multilateral partners, donors, private sector and/or government stakeholders is an asset.
- Proven track record of project coordination, high-level communication, and discretion in handling confidential matters.

HOW TO APPLY?

Please send your CV outlining your relevant experience to hrsupport@efina.org.ng with the subject: **Internship Role – Your Name**.

APPLICATION DEADLINE

Application ends on the 17th January, 2026