

1. JOB DESCRIPTION	
Job Title	Intern
2. BACKGROUND	
Job Objectives	<p>The EFInA Internship Programme offers a unique opportunity for early-career professionals to gain hands-on experience across multiple departments within the organisation. The intern will rotate through key functional areas such as Research, Policy &amp; Advocacy, Programmes, Monitoring &amp; Evaluation, Operations, Communications, and Finance to build a broad understanding of EFInA's work in advancing financial inclusion in Nigeria.</p> <p>This role is ideal for a proactive, curious, and analytical individual who is passionate about development, financial inclusion, and gaining multi-disciplinary experience. The intern will support projects, conduct research, develop documentation, assist with stakeholder engagement activities, and contribute to operational and programme-related tasks as assigned.</p> <p>The position offers practical exposure, continuous learning, coaching from senior team members, and opportunities to contribute to meaningful work that influences Nigeria's financial sector landscape.</p>
<b>About EFInA</b> <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	
<b>Strategic &amp; Technical Support</b> <ul style="list-style-type: none"><li>Assist gather, review, and summarise data on financial inclusion, digital finance, MSMEs, and economic trends.</li><li>Support the creation of research briefs, reports, infographics, and presentations.</li><li>Take part in fieldwork, desk research, and surveys when needed.</li></ul> <b>Programme Support</b> <ul style="list-style-type: none"><li>Assist programme teams with planning, implementation, monitoring, and documentation.</li><li>Track project milestones, deliverables, risks, and reporting deadlines.</li><li>Support stakeholder mapping, meeting coordination, and follow-up activities.</li></ul> <b>Policy &amp; Advocacy Support</b> <ul style="list-style-type: none"><li>Help prepare policy briefs, talking points, memos, and thought-leadership materials.</li><li>Assist in organising policy dialogues, workshops, and stakeholder engagement sessions.</li><li>Carry out background research on key regulatory and policy issues.</li></ul> <b>Project &amp; Information Management</b> <ul style="list-style-type: none"><li>Support data collection, entry, and analysis for M&amp;E activities.</li><li>Assist with project reports, evaluation tools, performance tracking, and learning documentation.</li></ul> <b>Communications &amp; Knowledge Management</b> <ul style="list-style-type: none"><li>Help develop content for social media, newsletters, and knowledge materials.</li><li>Support updates to EFInA's digital platforms and knowledge library.</li><li>Assist in drafting articles, web content, internal communications, donor materials, and board documents.</li><li>Track key priorities, milestones, and action items effectively.</li><li>Help coordinate stakeholder engagements.</li><li>Provide useful analysis that supports better decision-making.</li></ul>	

4. JOB REQUIREMENTS	
<b>Key Performance Indicators (KPIs)</b> <ul style="list-style-type: none"><li>• Timeliness and quality of strategic briefs, reports and presentations</li><li>• Quality and accuracy of <b>Policy &amp; Advocacy Support</b>.</li><li>• Support the preparation of policy briefs, talking points, memos, and thought leadership materials.</li><li>• Assist in organizing policy dialogues, workshops, and stakeholder engagement events.</li><li>• Conduct background research on key regulatory and policy developments.</li></ul>	<b>Attributes, Qualifications &amp; Education</b> <ul style="list-style-type: none"><li>• Minimum of a bachelor's degree in economics, Finance, Social Sciences, Development Studies, Business Administration, Statistics, or a related field.</li><li>• Strong interest in financial inclusion, economic development, or financial sector reform.</li><li>• Detail-oriented, eager to learn, and able to multitask.</li><li>• Basic research, problem-solving, and analytical skills.</li><li>• Strong written and verbal communication skills.</li><li>• Proficiency in Microsoft Office (Word, Excel, PowerPoint).</li><li>• Ability to work collaboratively in a fast-paced, mission-driven environment.</li></ul>

HOW TO APPLY?
Please send your CV outlining your relevant experience to <a href="mailto:hrsupport@efina.org.ng">hrsupport@efina.org.ng</a> with the subject: <b>Internship Role – Your Name</b> .

APPLICATION DEADLINE
Application ends on the 17 <sup>th</sup> January, 2026