

# Job Description for **Assistant Executive Director,** The EiE Project Ltd/Gte (aka Enough is Enough Nigeria)

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## **About Enough is Enough Nigeria ([www.eie.ng](http://www.eie.ng))**

EnoughisEnough Nigeria (EiE) is a network of individuals and organizations committed to instituting a culture of good governance and public accountability in Nigeria through active citizenship.

We are non-partisan, neither are we a platform for the actualization of any individual's political ambitions.

We believe in the power of young people to change Nigeria's destiny.

## **Job Title**

Assistant Executive Director, EiE

## **Period & Mode of Engagement**

Full time

## **Primary Job Location**

Lagos, Nigeria  
Some travel

## **Purpose**

EiE's Assistant Executive Director will be working with the Executive Director and Board of Directors to execute comprehensive strategies to promote and defend EiE's positions on good governance & public accountability and other key policy issues. The Assistant Executive Director will work closely with leadership in planning, implementing and evaluating EiE's strategy for programs with the public. He/She is responsible for ensuring the organizational effectiveness through the smooth internal operations of the agency and managing the agency's internal and external communications and ensuring good communications throughout the organization and with external audiences.

He / She will be comfortable in all new media platforms with experience and knowledge of the strengths and weaknesses of each to ensure maximum mileage for EiE's messages & work - developing awareness, generating traffic and cultivating engagement. The Assistant Executive Director will lead the EiE team in executing the strategy and achieving its goals. He / She is a highly motivated individual, be energetic, work well in a team, and have a problem-solving attitude.

## **Primary Responsibilities**

### **1. Operations Planning & Management**

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization.
- Ensure that the operation of the organization meets the expectations of its goals.



- Oversee the efficient and effective day-to-day operation of the organization.
- Draft policies for the approval of the Executive Director and the Board.
- Oversee the planning, implementation and evaluation of the organization's programs and services.
- Monitor the day-to-day delivery of programs to maintain and improve quality.
- Oversee the planning, implementation, execution of projects such as Social media week, press briefings, Volunteers 'Day, RSVP, Shine Your Eye.
- Oversee the implementation of IT security policy.

## **2. HR Management**

- Working with HR in determining staffing requirements for organizational management and program delivery.
- Oversee the implementation of the human resources policies, procedures and practices including the development of job description for all staff.
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations.
- Recruit, interview and select staff that have the right technical and personal abilities to help further the organization's mission.
- Ensure that all staff receives an orientation to the organization and that appropriate training is provided.
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review.
- Coach and mentor staff as appropriate to improve performance.
- Discipline staff when necessary using appropriate techniques

## **3. Communications**

- Strengthen and manage all aspects of internal and external agency communications.
- Generate and publish annual reports and other external communications.
- Generate presentations and reports.
- Ensure relevant website content and regular website updates.
- Manage regular organizational performance dashboard compilation and publication.
- Work with program staff to generate grant proposals and timely grant reports.
- Supervise Data Analyst.

## **4. Grants/Fundraising**

- Generating grants for the organization.
- Develop diverse funding streams and long-term plans to best support the mission and goals of the organization.
- Cultivate relationships with Donors.
- Supervise reporting to funding sources on the status of projects and the appropriation and use of funds.
- Recommend policies and procedures to support the grant development program.
- Supervise and support the Research and Grant Associate through training and evaluating performance.



- Oversee fundraising efforts including sponsorship, donor cultivation, solicitation and stewardship, grants, special events, etc.
- Actively participate in donor cultivation and solicitation.
- Develop collaborative projects/partnerships with other community providers.

#### 5. Policy & Advocacy

- Lead and support EiE’s policy and advocacy including coordinating Nigeria-based efforts, developing strategy, identifying policy objectives and key advocacy and lobbying opportunities.
- Lead on policy & advocacy work around governance, including managing relationships with relevant external bodies and groups.
- Ensure access for EiE to relevant high-level meetings, gatherings, representing EiE at these meetings and deputising for senior management as required.
- Provide leadership on advocacy strategies and support on key priority areas for EiE as required.

#### 6. Monitoring, Reporting & Evaluation

- Responsible for carrying out internal assessment of the status and direction of programs, documenting the key achievements, challenge, impact and current situation and recommendation will be used to improve on security, planning and implementation.
- To prepare monthly, quarterly, and annual reports highlighting objectives and achievements of each unit.
- Continuously monitor the success rate of programs/projects activities against the plans, executions and engagement.
- Provide overall team leadership to EiE staff in the implementation of their duties.
- Responsible for carrying staff performance appraisal as well as continuously monitor the attainment of action plans designed to improve individual staff performance.

### Contacts

Reports to the Executive Director

Qualifications, Experience & Skill	Essential	Desirable
Previous work experience in a similar role.	√	
High comfort level with social media platforms – Facebook, Twitter, 2go, Instagram, Youtube, etc.	√	
Contacts in traditional & new media.		√
NGO experience.	√	
Excellent verbal, organisational and interpersonal skills.	√	
Excellent written and verbal English.	√	
Knowledge of Nigerian languages.		√
Excellent computer skills and high comfort level with computer research.	√	
Ability to work under direction and to exercise personal responsibility and autonomy to meet objectives.	√	



Ability to plan, schedule and monitor multiple tasks to meet deliverables in a timely manner.	√	
Ability to work well under pressure while being attentive to detail.	√	
Ability to work well with senior management, colleagues and the public.	√	
High degree of trustworthiness and discretion.	√	
The ability to cultivate new relationships and nourish existing ones.	√	
Able to work together with colleagues to pool skills, ideas and resources to achieve objectives and resolve problems.	√	
Able to work successfully across other departments.	√	
Ability to translate strategic objectives into practical and achievable plans.	√	
Ability to develop well-informed advice and strategies that are sensitive to the needs to various stakeholders and partners.	√	
Flexible approach to working hours.		√

### Remuneration

Maximum of **N300,000 – N350,000** per month (pre-tax; all allowances included).  
Personal development will be supported.

### Performance Review Criteria

1. Ability to deliver on the requirements of the job description.
2. Generate a quarterly income of 10 million naira+.
3. Ensure a reduction of turnover/ attrition rate in the organisation.
4. Ensure increase level of engagement on social media platforms.
5. Ensure the newsletter is properly disseminated to EiE's mailing list on Friday weekly.
6. Ability to produce timely & accurate monthly status reports for the ED.
7. Reduction in error rate in planning, implementation and evaluation of programs.

### Application Process

Send a cover letter and your cv to [cvs@eienigeria.org](mailto:cvs@eienigeria.org).

**Subject line:** Assistant Executive Director

