EFInA
Enhancing Financial Inclusion & Advancement
...Evidence Driven. People Focused

| JOB DESCRIPTION | |
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| **Job Title** | Government Liaison Manager (Based in Kano State) |
| **Reports to** | Project Senior Advisor, Financial Inclusion Mainstreaming project |
| **Employment Type:** | Part time, Fixed-Term Contract |
| **Contract Duration:** | 12 Months |

**ABOUT EFInA**

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.

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.

**BACKGROUND: THE PROJECT**

The Kano State Financial Inclusion Programme is designed to enable the effective delivery of financial inclusion interventions integrated into selected state programmes. The Government Liaison Manager will support the PMO Lead by driving government engagement, institutional coordination, and stakeholder collaboration to ensure financial inclusion interventions are effectively embedded within selected state programmes and implemented in close partnership with relevant government institutions.

**JOB RESPONSIBILITIES**

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| **Job Objectives** | The Government Liaison Manager will serve as EFInA's dedicated government engagement resource deployed to the Financial Inclusion Mainstreaming Project Management Office (PMO) in Kano State.<br><br>Working under the guidance of the PMO Lead and Project Senior Advisor, the role holder will serve as the primary liaison between the PMO and designated government institutions and officials, leading engagement, institutional coordination, and stakeholder relationship management with relevant Kano State Government institutions and officials, to facilitate the effective integration and delivery of financial inclusion interventions within selected state programmes.<br><br>The role will coordinate engagement between the PMO, and relevant Ministries, Departments and Agencies (MDAs), Local Government Areas (LGAs), the Financial Inclusion Task Force, and other government stakeholders to strengthen collaboration, secure institutional buy-in, facilitate timely approvals, and support the resolution of government-related implementation issues.<br><br>The ideal Government Liaison Manager is a proactive stakeholder engagement professional with strong experience working across government institutions. The successful candidate will build trusted relationships, facilitate cross-government collaboration, and strengthen government ownership to support effective programme implementation and long-term sustainability. |

**Government Engagement & Relationship Management**

- Build and maintain strong working relationships with relevant State Government officials, MDAs, LGAs, and other public sector stakeholders.
- Facilitate high-level visits, courtesy calls, and project-related engagements with government officials.
- Coordinate government participation in programme planning, implementation, and review meetings.
- Coordinate official communications, meetings, consultations, and stakeholder engagements.
- Facilitate timely access to relevant government data, approvals, and institutional support required for programme implementation.
- Promote government ownership and sustained commitment to the financial inclusion agenda

**Policy & Institutional Coordination**

- Monitor relevant government policies and initiatives that may affect programme implementation.
- Identify institutional bottlenecks requiring government action and facilitate their resolution.
- Support the institutionalisation of financial inclusion within government planning and service delivery structures.

**Stakeholder Coordination**

- Ensure effective communication between government stakeholders and the PMO
- Identify and manage stakeholder expectations, interests, and potential areas of conflict.
- Coordinate engagement with government officials and technical focal persons for their participation in project planning, implementation, monitoring, and review activities related to the Project
- Organize stakeholder forums, workshops, technical working groups, and consultations.
- Support the convening of Financial Inclusion Task Force meetings and other coordination platforms.
- Follow up on agreed actions arising from meetings and engagement sessions.

**Communication & Knowledge Management**

- Maintain accurate records of project engagements with government institutions.
- Prepare government briefing notes, meeting summaries, and engagement reports.
- Support the preparation of presentations and updates for senior government officials.
- Document government decisions, commitments, and agreed follow-up actions.
- Capture lessons on government engagement and institutional collaboration.

## JOB REQUIREMENTS

**Attributes, Qualifications & Education**

- Bachelor's degree in Public Administration, Political Science, International Development, Development Studies, Economics, Law, Business Administration, Social Sciences, or a related discipline.
- Minimum of 6–8 years' relevant experience in government relations, stakeholder engagement, public policy, development programmes, public sector coordination, or related fields.
- Master's degree in Public Policy, Public Administration, Development Studies, Business Administration, or a related field is an added advantage.
- Demonstrated knowledge of Nigeria's financial inclusion ecosystem, policies, and digital financial services landscape.
- Experience implementing or managing programmes in financial inclusion, economic development, MSME development, agriculture, social protection, or public sector reform is highly desirable
- Proven experience working with state or federal government institutions, with a sound understanding of government structures, processes, and decision-making.
- Experience coordinating multi-stakeholder or donor-funded programmes.
- Experience working in Kano State or Northern Nigeria is a distinct advantage.
- Excellent stakeholder management, negotiation, and relationship-building skills.
- Strong written and verbal communication skills, including the ability to prepare briefinLiaisong notes, reports, and presentations for senior government officials.
- Demonstrated ability to navigate complex institutional environments, build consensus, and facilitate cross-sector collaboration.
- High levels of professionalism, diplomacy, integrity, and political awareness.
- Proven ability to develop strategic documents and executive-level reports.

## WORKING RELATIONSHIPS

**Internal**

- PMO Lead / Programme Director
- Senior Project Advisor
- Project Manager/PMO Embed
- Programme Managers and Officers
- Technical Leads
- Monitoring, Evaluation and Learning Team
- Finance and Procurement Teams
- Communications Team

**External**

- State Ministries, Departments or Agencies (MDAs)
- State Government Representatives
- Development Partners
- Consultants
- Implementing Partners
- Civil Society and Private Sector Partners (where applicable)

## HOW TO APPLY

- Please send your CV outlining your relevant experience to **hrsupport@efina.org.ng** with the subject: **Government Liaison Manager – {Your Name}**