

JOB DESCRIPTION	
Job Title	Project Manager / PMO Embed (Based in Kano State)
Reports to	Project Senior Advisor, Financial Inclusion Mainstreaming Project
Employment Type:	Full-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 focused on enabling the effective delivery of financial inclusion interventions integrated into selected state programmes. The PMO Embed Manager will support the PMO Lead in coordinating the embedded Programme Management Office (PMO), driving programme implementation, monitoring performance, managing operational risks, and ensuring the timely delivery of programme activities across implementation partners.	
JOB RESPONSIBILITIES	
Job Objectives	The Project Manager (PMO Embed) will serve as a dedicated programme management resource deployed by EFInA to the Financial Inclusion Mainstreaming Project Management Office (PMO) in Kano State. Working under the guidance of the PMO Lead, the role will support programme planning, implementation, monitoring, reporting, risk management, and coordination to ensure the effective delivery of financial inclusion interventions integrated into selected state programmes. The Project Manager (PMO Embed) will coordinate the day-to-day implementation of assigned programme activities, monitor progress against agreed milestones, identify and escalate delivery risks, support the timely resolution of operational bottlenecks, and ensure that programme implementation remains aligned with approved work plans, governance frameworks, and performance standards. The ideal Programme Manager (PMO Embed) is a proactive programme delivery professional who excels at working within government institutions to translate plans into results. The successful candidate will be skilled at building trusted relationships, coordinating diverse stakeholders, identifying and resolving delivery challenges, and ensuring that programme implementation remains aligned with the PMO's governance, reporting, and performance standards. By combining strong project management discipline with collaborative engagement, the Programme Manager (PMO Embed) will play a critical role in accelerating delivery and strengthening accountability across the programme.
Programme Delivery - Support the day-to-day programme management and operations of the embedded Project Management Office (PMO). - Coordinate the implementation of financial inclusion interventions across participating state programmes. - Ensure financial inclusion interventions are effectively integrated into selected government programmes in line with approved implementation plans. - Develop and maintain detailed implementation plans, workplans, delivery schedules, and milestone trackers. - Monitor implementation progress against agreed milestones, timelines, and deliverables, and recommend corrective actions where required. - Identify implementation risks, delivery constraints, and emerging issues that may affect programme execution. - Coordinate the timely resolution of operational bottlenecks by monitoring implementation issues, following up on corrective actions, and escalating unresolved matters where necessary. - Escalate critical implementation risks and recommend practical mitigation measures to the PMO Lead and EFInA. - Monitor implementation quality and ensure timely execution of actions agreed during programme coordination meetings.	

Stakeholder Management • Serve as the principal coordination point between the PMO and EFInA • Build effective working relationships with government officials, implementing partners, consultants, and development partners to promote ownership and sustainability. • Facilitate communication between overall programme leadership and operational teams. • Organise and facilitate PMO meetings, technical working groups, and stakeholder engagement sessions Performance Monitoring & Reporting • Maintain implementation dashboards, workplans, and delivery trackers. • Track implementation progress against agreed milestones and delivery schedules. • Consolidate implementation updates from government agencies and implementation partners • Prepare weekly and monthly implementation status reports for the PMO Office and EFInA. • Prepare briefing notes and implementation updates for programme governance meetings. • Monitor execution of agreed actions and escalate implementation risks requiring management attention. Financial Inclusion Coordination • Support implementation of programme-embedded financial inclusion interventions. • Coordinate engagement with financial service providers, agent network managers, payment providers, and digital service providers. • Support beneficiary onboarding into formal financial services. • Facilitate alignment between government programmes and participating financial institutions. Governance & Compliance • Support effective programme governance and accountability. • Ensure programme activities comply with approved governance structures, policies, and procedures. • Track implementation of agreed actions. • Coordinate documentation of key decisions, risks, actions, and follow-up activities. • Maintain programme documentation and institutional knowledge.	
JOB REQUIREMENTS	
Attributes, Qualifications & Education • Bachelor's degree in public administration, Development Studies, Economics, Business Administration, Project Management, Social Sciences, or a related discipline. • 6–8 years relevant experience in development finance, management consulting, government relations, policy analysis, financial services or related fields. • Master's degree is an added advantage. • Project Management certification (PMP, PRINCE2, MSP, or equivalent) is desirable. • Demonstrated experience managing multi-stakeholder development programmes. • 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 • Experience working with state or federal government institutions. • Experience coordinating donor-funded programmes. • Experience working in Kano State or Northern Nigeria is an advantage. • Advanced written and verbal communication skills. • Excellent stakeholder management, negotiation, and relationship-building skills • Proven ability to develop strategic documents and executive-level reports. • High levels of professionalism, diplomacy, integrity, and political awareness.	
WORKING RELATIONSHIPS	
Internal • PMO Lead / Programme Director • Senior Project Advisor • 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 hksupport@efina.org.ng with the subject: **Project Manager / PMO Embed – {Your Name}**