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EdoBEST Recruitment For Students – Hiring Now 2025

Description

EdoBEST (Edo Basic Education Sector Transformation) is currently seeking enthusiastic and dedicated individuals to join our team as Student Enrolment Officers. As a Student Enrolment Officer, you will play a crucial role in ensuring the successful enrolment of students in Edo State, contributing to the transformative education initiatives in the region.

Responsibilities:

- **Student Outreach:** Conduct outreach activities to promote awareness of the EdoBEST education program and encourage student enrolment.
- **Enrolment Assistance:** Assist parents and guardians with the enrolment process, providing guidance on required documentation and facilitating a smooth enrolment experience.
- **Data Management:** Maintain accurate and up-to-date records of student enrolment information, ensuring data integrity and confidentiality.
- **Collaboration:** Collaborate with schools, community leaders, and local authorities to enhance community engagement and support the enrolment process.
- **Communication:** Effectively communicate EdoBEST initiatives and benefits to potential students and their families, addressing any concerns or queries they may have.
- **Reporting:** Prepare regular reports on enrolment progress, challenges, and success stories for management review.

Qualifications:

- Minimum of a Bachelor's degree in Education, Social Sciences, or a related field.
- Previous experience in community engagement, education, or outreach activities is an advantage.
- Excellent communication and interpersonal skills.
- Ability to work effectively in a team and independently.
- Strong organizational and data management skills.
- Knowledge of the local community and its dynamics is preferred.

Benefits:

- Competitive salary and performance-based incentives.
- Opportunities for professional development and growth.
- Contribution to the transformation of the education sector in Edo State.
- Positive and collaborative work environment.

How to Apply:

Interested candidates should submit their updated resume, cover letter, and a list of two professional references to EdoBESTHR@email.com with the subject line

Hiring organization

EdoBEST

Employment Type

Full-time

Industry

Education Administration Programs

Job Location

313111, Benin, Edo, Nigeria

Working Hours

9

Date posted

January 29, 2026

Valid through

01.02.2026

“Student Enrolment Officer Application.