



CHARTERHOUSE
LAGOS



Government Liaison & Protocol Officer



Government Liaison & Protocol Officer

This is an exciting opportunity for a talented and hard-working individual with a desire to work in an environment that strives for excellence in all it does.

This position requires a nuanced understanding of Lagos State government structures, protocols, and local business practices.

Job Title: Government Liaison & Protocol Officer
Reporting to: Director of Education

Charterhouse Lagos is committed to safeguarding and promoting the welfare of all our students and expects all applicants to share this commitment. We follow safer recruitment practices which are aligned with recommendations from the International Task Force on Child Protection. We aspire to the highest international standards of recruiting practices with specific attention to child protection. All appointments are subject to interviews, identity checks, criminal record checks, social media checks and successful references.



Job Summary

The officer will be responsible for facilitating effective communication and maintaining robust relationships between Charterhouse Lagos and various government entities at the local and state levels.

Qualifications	Essential	Desirable
Appropriate Bachelor’s degree.	Yes	
Skills, Attributes & Experience	Essential	Desirable
Proven experience in a similar role, with a strong emphasis on government liaison or protocol management within the Lagos State context.	Yes	
Comprehensive understanding of Lagos State government structures, processes, and cultural nuances. Prior experience with the Ministry of Education would be helpful.	Yes	
Excellent verbal and written communication skills, with proficiency in English and Yoruba being essential.	Yes	
Ability to work independently and in a team, in a culturally diverse environment.	Yes	
High level of integrity, professionalism, and understanding of business ethics.	Yes	
Proficiency in Microsoft Office Suite.	Yes	



Key Responsibilities

Government Relations:

Cultivate and sustain strong relationships with Lagos State government officials, departments, and agencies. Serve as Charterhouse Lagos's primary representative in all government interactions.

Ministry of Education:

Serve as the key point of contact between Charterhouse Lagos and the Lagos State Ministry of Education, and our MoE Consultant. Ensure that meetings / visits are held at least monthly. Work with the Consultant to ensure that all files and applications are fully up to date.

Regulatory Compliance:

Ensure Charterhouse Lagos's compliance with Lagos State and Federal laws and regulations at all levels. Stay informed about legislative and regulatory changes within the Nigerian context that could impact the organization.

Protocol Management:

Coordinate and manage visits from government officials, adhering to official protocols. This includes organizing meetings, preparing agendas, and ensuring that cultural norms and governmental protocols are respected. Ensure that any government visit is officially recorded.

Strategic Communication:

Communicate Charterhouse Lagos's positions on various issues to Nigerian government stakeholders at the direction of the Director. Develop and submit official correspondence, policy briefs, and reports in a manner that aligns with local requirements and governmental procedures.

Policy Analysis:

Analyse local and Federal government policies, regulations, and legislation to assess their implications for Charterhouse Lagos's strategic goals and operations.

Event Coordination:

Assist with coordinating and organising events involving government participation. Ensure that they meet both Charterhouse Lagos' and Nigerian government's protocol standards.

Issue Resolution:

Proactively address and resolve issues arising in interactions between Charterhouse Lagos and Nigerian government entities.

Networking:

Establish and maintain a network of contacts within the Nigerian government to facilitate efficient communication and operations.

Official Visits:

Advise the Director, and other members of the team, on any required visits for networking or regulatory purposes to government agencies. Organise the visits and accompany the staff involved.



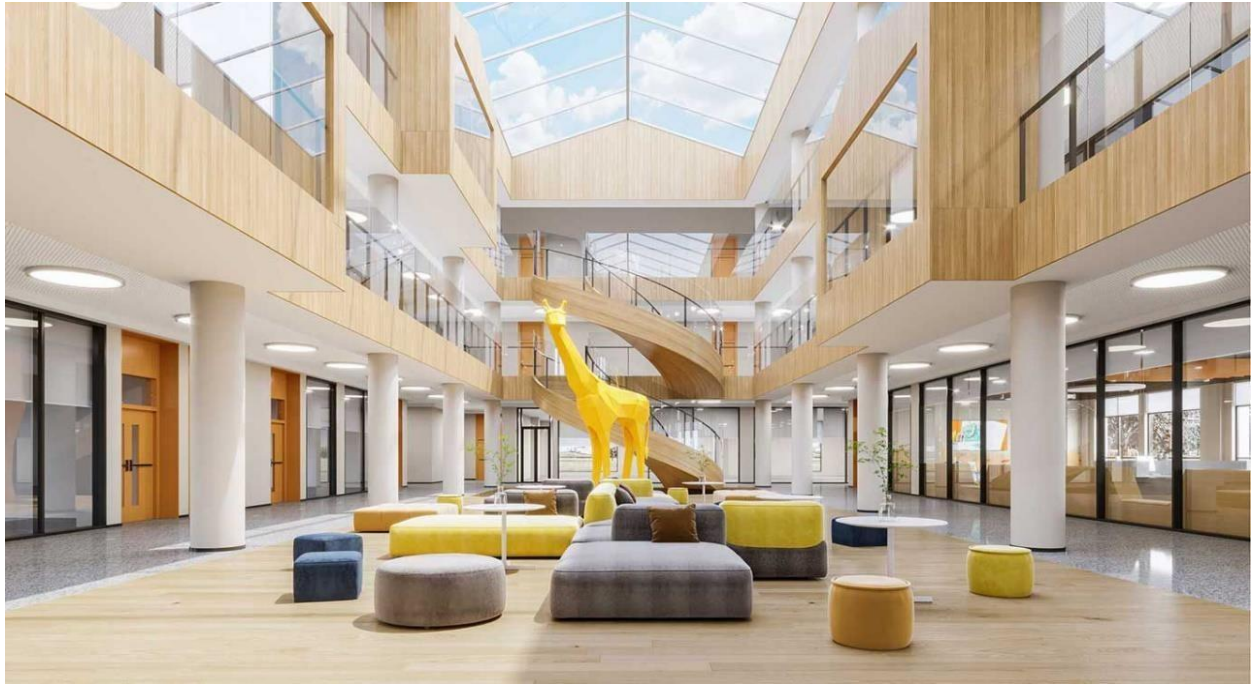
About our School

Opening in September 2024, Charterhouse Lagos aims to set a new standard in education provision in Nigeria and West Africa. With world-class facilities and a focus on excellence, we aim to create students with a passion for learning, for excellence and for leadership.

The school community is self-contained and lies in Ogombo on the Lekki Peninsula, Lagos. The secure compound will offer the best educational facilities in Nigeria. 24-hour security ensures that our students and staff can take advantage of the amazing facilities. We expect our older students to board at the school.

Facilities will include fully connected classrooms, science and STEAM labs, music, art, drama and library spaces, an 800-seat professional standard theatre, a 25-metre competition pool, along with a learn to swim pool, an NBA standard indoor basketball stadium, outdoor and indoor football pitches, and a beautifully landscaped campus that offers relaxation as well as a connection to nature.

The school will offer an international education for students aged 5 to 18 (Years 1 to 13) using the British curriculum and leading to the IGCSE and A level qualifications. These will allow our students to aspire to the very best universities worldwide.



Primary School Atrium

Opening a new school is a huge challenge and adaptability will be key. We aim to create British style international school reflecting the heritage and culture of the great UK independent schools. We are seeking leaders who will bravely tackle challenges and challenge expectations; we want individuals who will set aspirational targets for students and staff and lofty goals for our school.

We hope that you will consider joining us to create an exciting new future in Lekki, Lagos.

The building is in progress and will be completed in 3 phases with the initial facilities for Years 1 to 6 (ages 5+ to 10+), including boarding for Years 5 and 6 (ages 9+ to 10+), opening in September 2024.



Official signing of the Charterhouse Lagos Agreement at Charterhouse UK

TERMS AND CONDITIONS

Contract

This is a permanent full-time, full year position. The post will be considered probationary for a period of up to 6 months. Working hours will be full time, full year with occasional evenings and weekends as required.

Salary

A competitive package will be offered.

Professional Development

Professional and international working environment. Professional Development and training opportunities.

Benefits

Benefits include 13th month, pension and health insurance.

Meals

Free lunch and refreshments are available to staff whilst on duty and when catering is in operation.

Holiday

The holiday year runs from September to August, in line with the academic year and entitlement is 21 days leave. This leave is in addition to Federal Public Holidays.

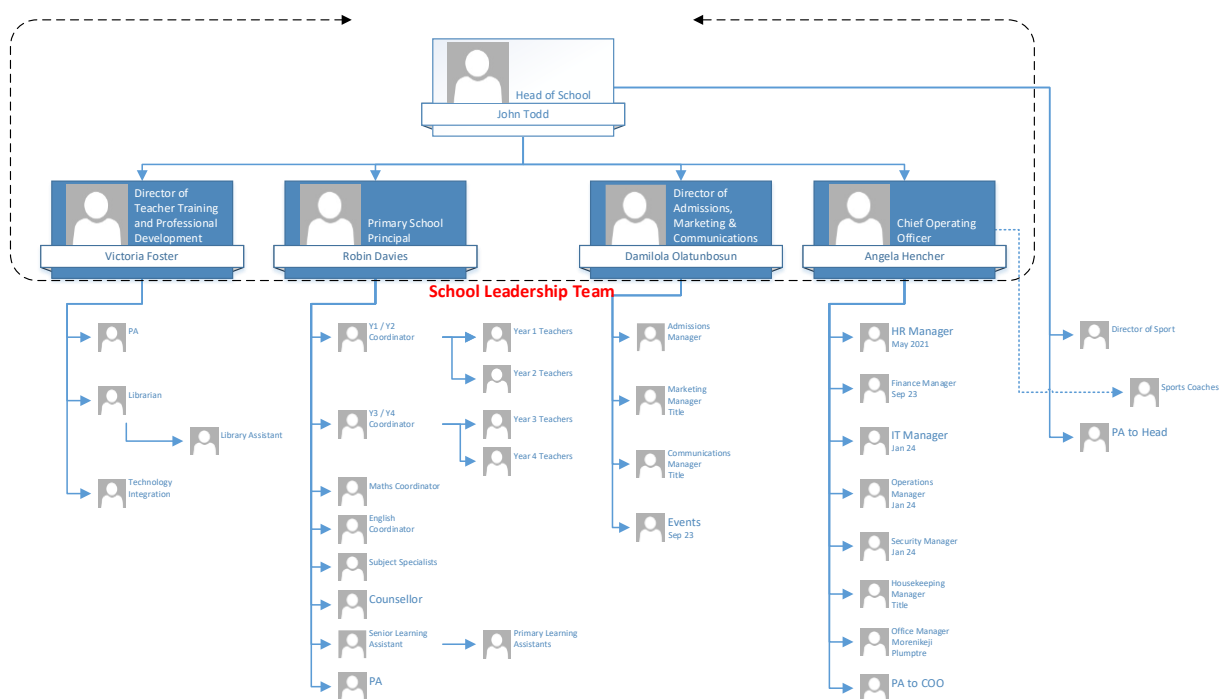
Fitness Centre Membership

All academic and business staff are entitled to join the Fitness Centre, with access to the swimming pool, gym and fitness activities.

Pre-Employment Checks

Any offer of employment is subject to numerous checks to comply with our Safer Recruitment processes and our Safeguarding Policy (available to view on our website), please see our link for [Application and Recruitment Process Explanatory Note.pdf](#)

Organisation Chart:



Safeguarding

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To read our Safeguarding Policy. - [C1.1-Safeguarding-Policy.pdf \(charterhouselagos.com\)](#)

Data Protection

The personal data relating to candidates, including personal data provided in, or along with the enquiry and application forms, is required to be collected by Charterhouse Lagos, for purposes of candidate evaluation, and facilitating the recruitment process. By providing us with your personal data, you give your consent to us for collecting, retaining, processing, transferring (including cross-border transfer) and disclosing personal data to any third parties (including intra-group – Huntington Education Group) for achieving the above purpose.

To read our Privacy Notice. - [CHL Privacy Policy for Staff\[3712\].pdf](#)

Diversity, Equality and Inclusion

At Charterhouse Lagos, we want everyone to feel valued, appreciated, and free to be who they are at work, whilst remaining true to the culture and laws of Nigeria. Our recruitment processes are designed to prevent discrimination regardless of gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity, disability status, citizenship, or any other aspect which makes them unique.