

iRead To Live Initiative, Nigerian Higher Education Policy Think-Tank

Job Title: Education Policy Research Associate

Location: Remote

iRead To Live Initiative is seeking an Education Policy Research Associate to support its Higher Education Policy Program in Nigeria.

About iRead To Live Initiative:

iRead To Live Initiative is a Nigerian education nonprofit transitioning into a dedicated higher education policy think-tank committed to advancing evidence-based analysis on governance, access, and reform across Nigeria's tertiary education landscape. The organization is developing a robust research agenda that informs public discourse, strengthens institutional accountability, and contributes to long-term systemic improvement.

Position Summary:

The Education Policy Research Associate will be a full-time remote role, and the Associate will serve as the organization's principal analyst for Nigerian higher education policy. The role requires rigorous policy tracking, comparative research, quantitative analysis, and structured executive support to ensure the organization produces timely, credible, and analytically sound insights on emerging education issues. This position reports to the Executive Director.

Key Responsibilities:

- **Policy Monitoring:** Track higher education policies, bills, regulations, and official pronouncements from the Federal Ministry of Education, NUC, JAMB, NYSC, and the National Assembly; maintain an organized and up-to-date policy log.
- **Comparative Policy Analysis:** Conduct comparative studies on higher education governance, access, and reform between Nigeria and other higher education systems.
- **Weekly Research Contributions:** Provide research, data analysis, and drafting support for a weekly report on trending Nigerian education issues.
- **Quantitative Methods:** Apply basic statistical analysis and data visualization to strengthen evidence-based briefs.
- **Literature Reviews:** Conduct literature reviews to support policy briefs, white papers, and grant proposals.
- **Visual Communication:** Design clear, professional visuals in Canva for reports and organizational communications.

- Stakeholder Coordination: Support advisory board engagement, grant-related activities, and outreach to institutional stakeholders.

Required Qualifications:

- Bachelor's degree in Education, Public Policy, Political Science, Economics, Law, or a related field (Master's degree preferred).
- Strong quantitative skills (Excel or Google Sheets required; R, Stata, or Python an advantage).
- Demonstrated research and writing proficiency.
- Strong written and verbal communication skills.
- Proficiency in Canva for report and content design.
- Excellent organizational skills and ability to manage recurring deliverables independently in a remote environment.
- Demonstrated interest in Nigerian higher education governance; familiarity with comparative higher education systems is an advantage.

Writing Sample Requirement:

Applicants must submit a 500 to 1000-word writing sample focused on a social issue of their choice. The sample should demonstrate analytical clarity, structured argumentation, and writing quality.

How to Apply:

Applications are due by **11:59 pm on Friday, August 7, 2026**.

Submit a single PDF containing your resume, cover letter, and writing sample (500 to 1000 words) to careers@ireadtolive.org with “**Your Name + Education Policy Research Associate**” in the subject line.

Your cover letter should indicate why you are interested in this role, your research experience, your interest in higher education issues and contributing to iRead To Live Initiative's higher education policy work.

While we recognize that AI tools are part of contemporary writing practices, we strongly encourage applicants to present their authentic voice, experiences, and motivations. Specific, thoughtful applications are far more impactful than generic submissions.

Ideal writing samples will focus on a social issue of your choice. iRead To Live Initiative will contact qualified candidates directly.