

**NATIONAL INSTITUTE FOR LEGISLATIVE STUDIES (NILS)**  
**NATIONAL ASSEMBLY**  
**14/18 DANUBE STREET, MAITAMA, ABUJA**

**VACANCIES FOR THE POSTS OF OFFICER, MANAGERS, RESEARCH FELLOWS, SENIOR RESEARCH FELLOWS, DEPUTY DIRECTOR AND DIRECTORS**

**1.0 INTRODUCTION**

The National Institute for Legislative Studies (NILS) was established early in 2011 following the enactment of the enabling legislation. NILS is designed to be a Centre of excellence providing technical support to the work of the National Assembly through research and publications on democratic governance, and Legislative practice and procedures. In order to fill some of the vacant positions created by recent expansion of the responsibilities of the Institute, applications are requested from qualified Candidates for the positions listed below.

**2.0 Department of Democratic Studies –**

**2.1 Officer**

**Key Qualifications**

- Minimum academic qualification of Masters in the Social Sciences.
- One year post-qualification experience in relevant fields.
- Evidence of a Doctorate Degree in-view.

**Functions**

- Report to the Director and Head of Division.
- Assist in planning Training Programmes for political parties and political appointees, as well as CSOs.
- Collate information and develop a databank on all political parties, political appointees and CSOs.
- Assist in developing Networking activities for political parties and political appointees within Nigeria and at the regional and international levels.
- Assist in other tasks and duties as may be assigned by superior officers that are official work of the Institute.

**2.2 Senior Research Fellow**

**Key Qualifications :**

- Minimum academic qualification of a Doctorate Degree in Economics
- 12 years Research Experience.
- Minimum of 10 publications.
- Evidence of conference and seminar papers will be added advantage.

**Functions-**

- Report to the Director.
- Initiate annual work plan (approved by the department and the Institute) on Political Parties and Elections.

- Be responsible for developing individual workplan bi-annually, derived from Institute's annual workplan and approved by the Department.
- Develop training modules (subject to approval) to strengthen capacity of political parties and improve the quality of party politics and election processes in the country.
- Organize approved training activities for political parties.
- Initiate programmes that will improve voter education and quality of electoral processes.
- Coordinate the Institutes, Election Observation activities and report to the Institute and INEC.
- Participate in Departmental Trainings, Seminars and Publications.
- Develop strategies to support deepening of democracy in Nigeria.
- Collaborate with the Training Division of the Department of Research and Training to Implement the Institute's Training programme.
- Initiate individual Research and Policy/Bill Analysis Projects.
- Any other assignments directed by the Director or the Director General that are official Institute's work.

## 2.3 Director

### Key Qualifications:

- Doctorate Degree in Political Science, additional M.B.A. degree will be an advantage;
- 18 years Post-Master's degree experience.
- 24 publications

## 3.0 Post Graduate Studies

### 3.1 Manager - Programmes

#### Key Qualifications:

- Minimum academic qualification of Doctorate Degree in the Social Sciences or Law, with an Honour's first Degree (minimum of 2:1) in same fields.
- At least 10 years cognate experience.

#### Functions

- Assist the Director for the coordination of Post Graduate Programmes.
- Ensure that registration and accreditation of students are done on time and with integrity.
- Ensure students and teachers' academic records are maintained.
- Continuously suggest ways to improve teaching methods and curriculum.
- Assist in the coordination of all examinations and ensure students grades are submitted on time and approved.
- Develop regular teaching and examination timetables for approval
- Assist the Director to effectively organise all Seminars/workshops.
- Assist in coordinating induction and graduation ceremonies.
- Coordinate award of certificates.
- Participate in Departmental trainings, seminars and publications.
- Any other assignment directed by the Director or the Director General if official work of the Institute.

## **4.0 Research and Training Department**

### **4.1 Senior Research Fellow – Social Sector Analysis**

#### **Key Qualifications**

- Minimum academic qualification of Ph.D in Economics, Political Science or Sociology plus 12 years Research experience.
- Strong evidence of research and at least 10 publications in reputable national and international journals and monographs.
- International research and seminar exposure is an added advantage

#### **Functions:**

- Participate in Research and training activities
- Participate in Bill/Policy Analysis activities and other Legislative Support activities.
- Initiate and implement individual research and bill/policy analysis projects.
- Take charge of the development and maintenance of data bank on political, social and economic indicators.
- Academic guidance of subordinates.
- Coordinate research and other professional activities.
- Participate in the design and delivery of training programmes.
- Other functions as may be assigned by the Director and the Director-General.

### **4.2 Senior Research Fellow – Public Finance (Sectoral Analysis)**

#### **Key Qualifications**

- Minimum academic qualification of Ph.D in Economics, plus 12 years Research experience.
- Strong evidence of research and at least 10 publications in reputable national and international journals and monographs.
- International research and seminar exposure is an added advantage

#### **Functions:**

- Participate in Research and training activities
- Participate in Bill/Policy Analysis activities and other Legislative Support activities.
- Initiate and implement individual research and bill/policy analysis projects.
- Take charge of the development and maintenance of data bank on public finance and economic indicators.
- Academic guidance of subordinates.
- Coordinate research and other professional activities.
- Participate in the design and delivery of training programmes.
- Other functions as may be assigned by the Director and the Director-General.

### **4.3 Deputy Director - Research**

#### **Key Qualifications**

- Minimum academic qualification of Ph.D in Economics, Political Science or Sociology plus 15 years Research experience.
- At least 5 years' experience on the grade level.
- Strong evidence of research and at least 18 publications in reputable national and international journals and monographs.
- Evidence of ability to have initiated, developed and supervised academic research projects.
- Evidence of administrative experience.
- International research and seminar exposure is an added advantage

**Functions:**

- Report to the Director.
- Be responsible for developing individual workplan bi-annually, derived from Institute's annual workplan and approved by the Department.
- Initiate individual research, Bill/policy analysis projects to meet workplan targets.
- Provide academic leadership.
- Assist in the development and effective implementation of approved annual workplan of the Department.
- Coordinate networking with relevant institutions to facilitate knowledge sharing.
- Be responsible for the sourcing of all data and information required for Analysis and audit of budget proposals.
- Coordinate departmental workplan and its implementation under the leadership of the Director.
- Assist the Director to maintain standards and discipline.
- Assist in staff Bi-annual Staff Evaluation.
- Coordinate departmental Seminar and publications.
- Other official functions as may be assigned by the Director and Director General.

**5.0 Legislative Support Services Department****5.1 Senior Research Fellow – Legal Research Division****Key Qualifications:**

- Minimum academic qualification of Ph.D in law with 12 years experience in legislative practice and procedure and constitutional matters.
- Strong evidence of research in the area of Legislative Practice and Procedure, constitutional matters and legal and legislative frameworks.
- 10 publications in reputable national and international journals, books and monographs.
- International research and seminar exposure is an added advantage.

**Functions:**

- Conduct research into all areas of Legislative Practice and especially constitutional matters and Legislative frameworks.
- Initiate supply/demand driven programmes and projects on emerging legal and constitutional issues.
- Participate in the development of legal and legislative databank
- Develop strategies to support Committees in processing Bills, constitutional development and treaties.
- Respond to demand driven activities emanating from Committees in relevant areas.
- Collaborate with the training Department to implement the Institute's Training programme.
- Participate in Bill/Policy Analysis.
- Initiate individual Research and Policy Analysis project.
- Provide briefs on emerging legal and constitutional issues.
- Participate in Departmental training, Seminars and publications.
- Any other assignments directed by the Head of Division, Director or the Director-General.

**5.2 RESEARCH FELLOW 1– Bills and Legislative Drafting****Key Qualifications:**

- Minimum academic qualification of Ph.D in law with 8 years post masters experience in Bills and Legislative Drafting.

- Strong evidence of research in the area of Legislative Practice and Procedure, constitutional matters and legal and legislative frameworks.
- 8 publications in reputable national and international journals, books and monographs.
- International research and seminar exposure is an added advantage.

**Functions:**

- Carry out Bills and Legislative Draftings.
- Initiate supply/demand driven programmes and projects on emerging legal and constitutional issues.
- Participate in the development of legal and legislative databank
- Develop strategies to support Committees in processing Bills, constitutional development and treaties.
- Respond to demand driven activities emanating from Committees in relevant areas.
- Collaborate with the training Department to implement the Institute's Training programme.
- Participate in Bill/Policy Analysis.
- Initiate individual Research and Policy Analysis project.
- Provide briefs on emerging legal and constitutional issues.
- Participate in Departmental training, Seminars and publications.
- Any other assignments directed by the Head of Division, Director or the Director-General.

### 5.3 Deputy Director, Legal Research

**Key Qualifications:**

- Minimum of Ph.D in law with 15 years' experience in legislative practice and procedure and constitutional matters;
- 18 publications
- Evidence of ability to have initiated, developed and supervised academic research projects.
- Evidence of administrative experience.
- International research and seminar exposure is an added advantage

**Functions:**

- Report to the Director.
- Take responsibility for the smooth management of the Division.
- Maintain discipline and highest standards.
- Coordinate the development and effective implementation of the Division's annual approved workplan and be responsible for efficient implementation.
- Supervise and network with other subordinate officers.
- Evaluate the performance of staff of the Division.
- Initiate supply driven programmes and projects in Legal Research.
- Take responsibility for the development of strategies to support Committees in scrutiny of Bills and provide information on legal frameworks.
- Coordinate the development of legal and legislative databank.
- Collaborate with the Research and Training Department to Implement the Institute's training programmes.
- Analyze national and foreign policies.
- Initiate individual Research and Bills/Policy Analysis Projects as specified in the annual workplan of the Division and the Institute.

- Participate in Departmental Trainings, Seminars and Publications.
- Any other assignment directed by the Director or the Director General.

#### 5.4 Director, Legislative Support Services

##### **Key Qualifications:**

- A minimum academic qualification of Doctorate Degree in law.
- Minimum of 18 years Post-Master's degree experience in relevant field, especially research and teaching.
- Research experience should be manifested in at least 24 publications in reputable National and International Journals and Books in relevant.
- Evidence of at least 7 conference and seminar papers presented.
- Evidence of experience in administrative and community service.

##### **Functions**

- Take responsibility for the activities of the department and provide effective leadership.
- Take responsibility for the development and full implementation of the approved department's workplan.
- Take responsibility for timely and effective delivery of outputs as specified in the workplan.
- Coordinate, supervise research and studies on topics related to legislative practice and procedure and constitutional matters.
- Maintain discipline and effectiveness in the Department.
- Ensure international standards in the products and outputs of the Department.
- Ensure prompt bi-annual evaluation of staff.
- Participate effectively in Management Committee activities.
- Report to the Director General and participate in Management Committee activities.
- Initiate individual research and policy/Bill analysis.
- Coordinate and supervise tracking of and analysis of Bills.
- Supervise development of databank for Bills and other chamber documents.
- Coordinate and supervise drafting and scrutiny of Bills.
- Establish useful research/policy linkages with relevant institutions.
- Any other assignment as may be directed by the Director-General

##### **Method of Application**

All applications with scanned credentials should be directed to the Director – General through [info@nils.gov.ng](mailto:info@nils.gov.ng) or PMB 123, Garki, Abuja, FCT900001, on or before 23<sup>rd</sup> March, 2017.

Signed  
Management  
**National Institute for Legislative Studies (NILS)**  
**National Assembly**