



# PROPOSED ORGANISATIONAL STRUCTURE REVIEW



February, 2019

In line with its mandate to reform the operations of the NBA Secretariat - making it more efficient and accountable; the NBA's new leadership team engaged the services of OutsideIn HR with the goal of:

- assessing the current organogram in use at the National Secretariat, to determine its fitness as it relates to the purpose of the Secretariat.
- Where it is observed that the organogram is not-fit-for-purpose, OutsideIn HR is to propose a new organogram that it believes will best suite the functioning NBA Secretariat.

Upon systematically examining the current organogram, the team from OutsideIn HR considered it necessary that a few amendments be made to it in line with best-practice and fitness at the NBA.

The new structure will enable the NBA optimise the use of its people and material resources in achieving its strategic objectives. The structure will also provide the needed support for other reforms intended by the organisation such as the corporate governance reforms intended to drive accountability and continuity through subsequent administration.

This document details the design of the proposed organisational structure for the Nigeria Bar Association. It also contains key success factors under which the proposed organogram will succeed.

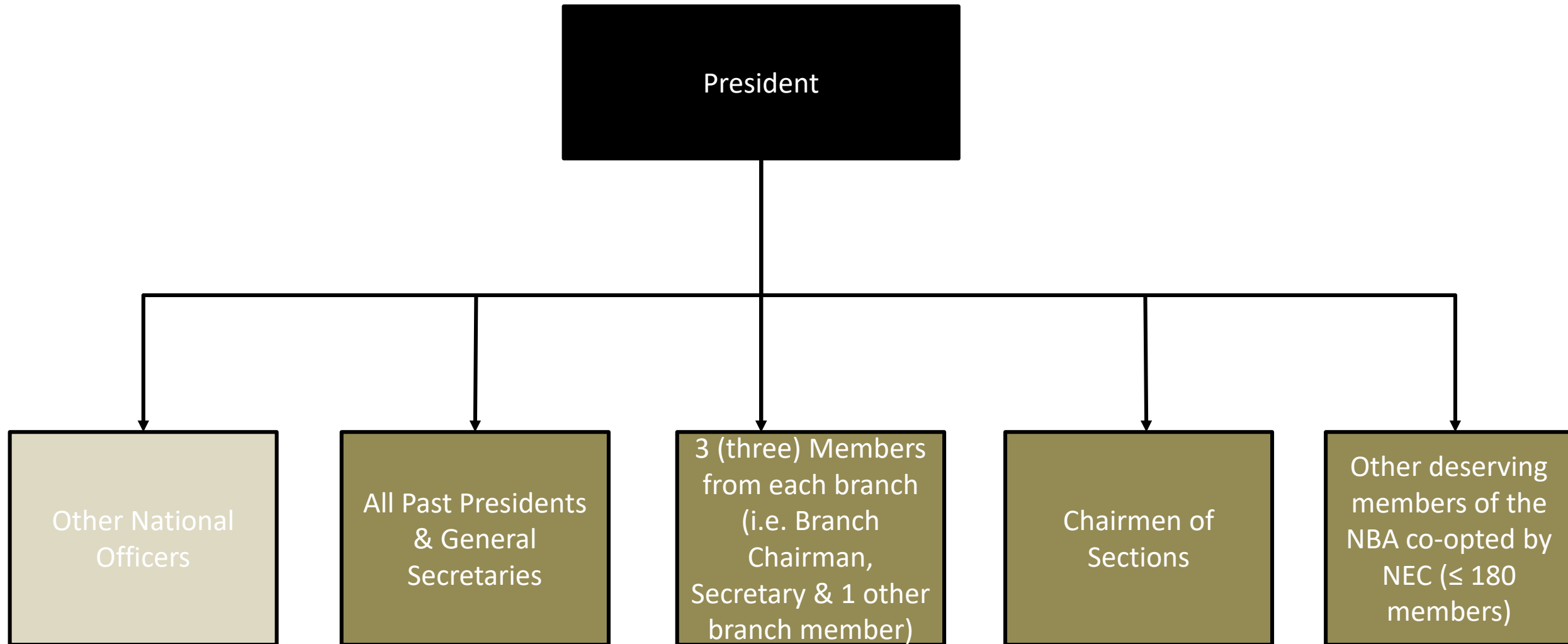
## The objective(s)

“...Professionalize and strengthen the NBA National Secretariat for effective and efficient service delivery so as to meet the needs of our members and the public...”

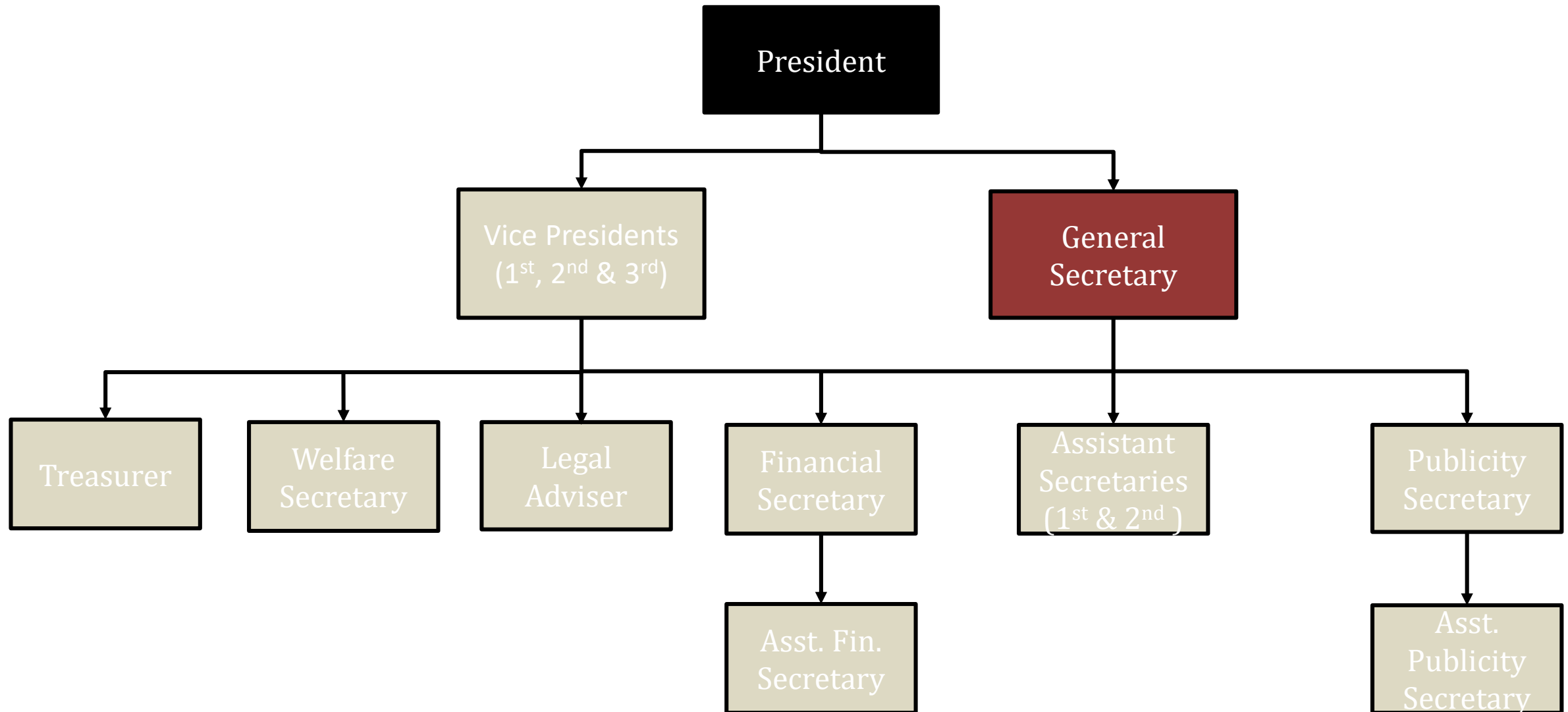
“...The underpinnings of those reforms, as we pointed out during our campaign, were four key objectives, to wit, reforms that would engender efficiency in the operations of the NBA, rekindle and/or boost the trust and confidence of our members in the Association, create a sustainable institution out of the NBA or strengthen the NBA as an institution and, finally, shore up our moral equity thereby emboldening us to speak out against maladministration and societal ills...”

“...The bedrock for these reforms would be the institution of corporate governance in the running and operations of the NBA...”





# National Officers

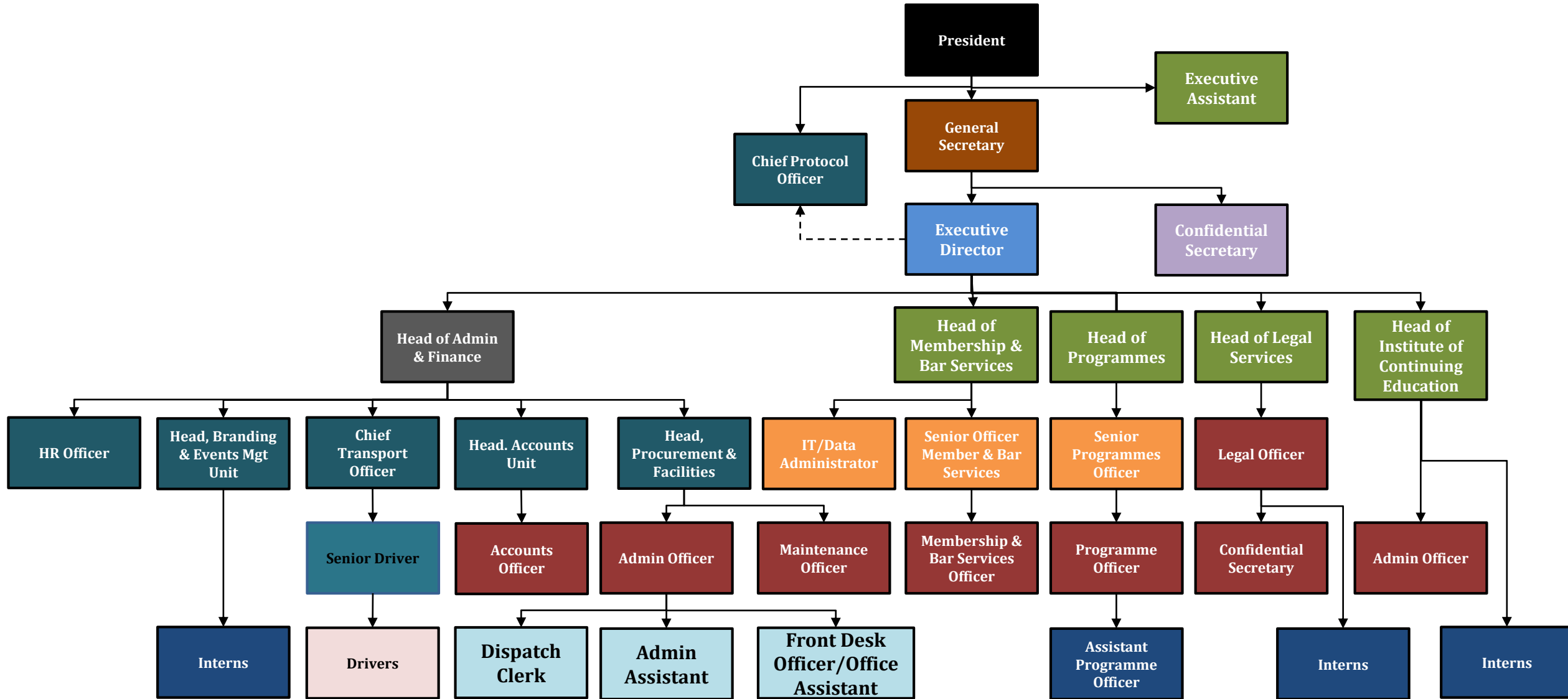


“Corporate governance deals heavily with high-level decisions like strategy, whereas organizational structure can be any level under investigation.”

“Corporate governance is concerned with holding the balance between economic and social goals and between individual and communal goals. The governance framework is there to encourage the efficient use of resources and equally to require accountability for the stewardship of those resources. The aim is to align as nearly as possible the interests of individuals, corporations and society.

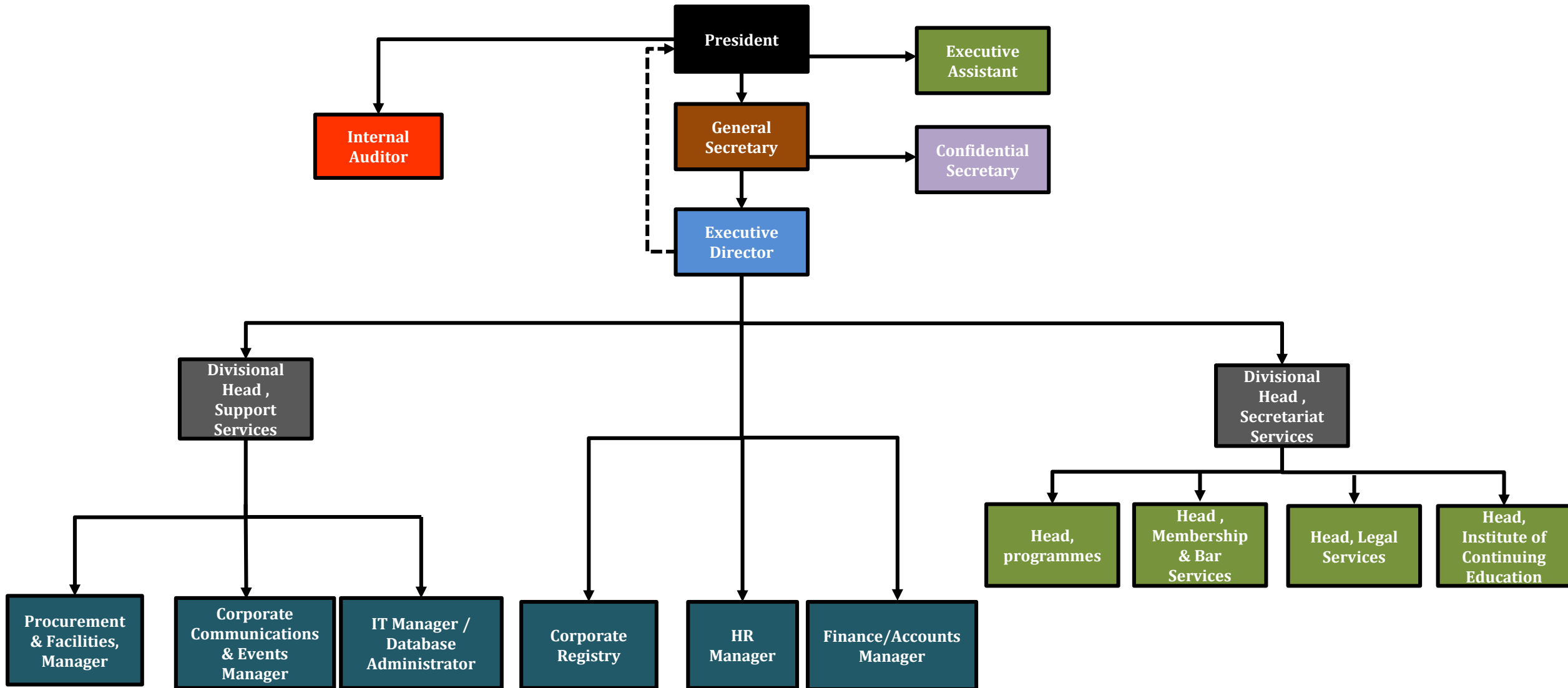
“organisational structure is about how the work is organised inside the company and corporate governance is about regulations for management to follow to ensure preserving shareholder value”

# Existing Organisational Structure

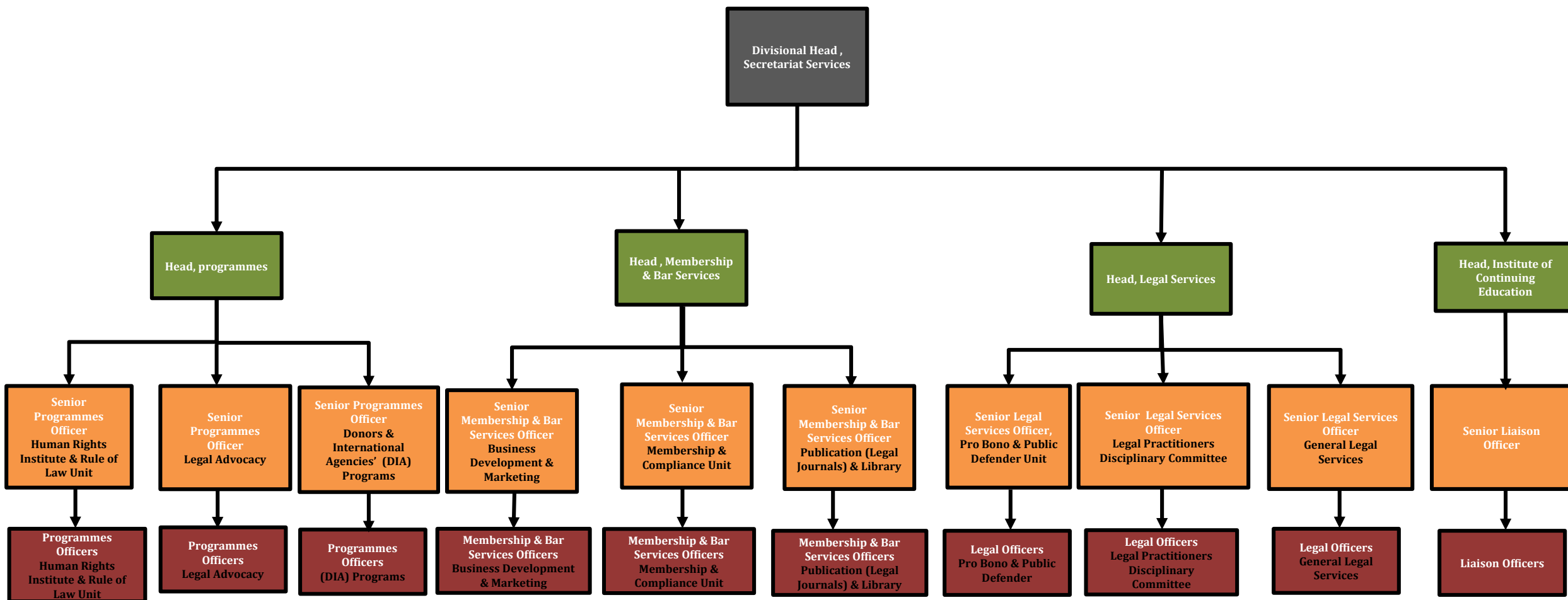




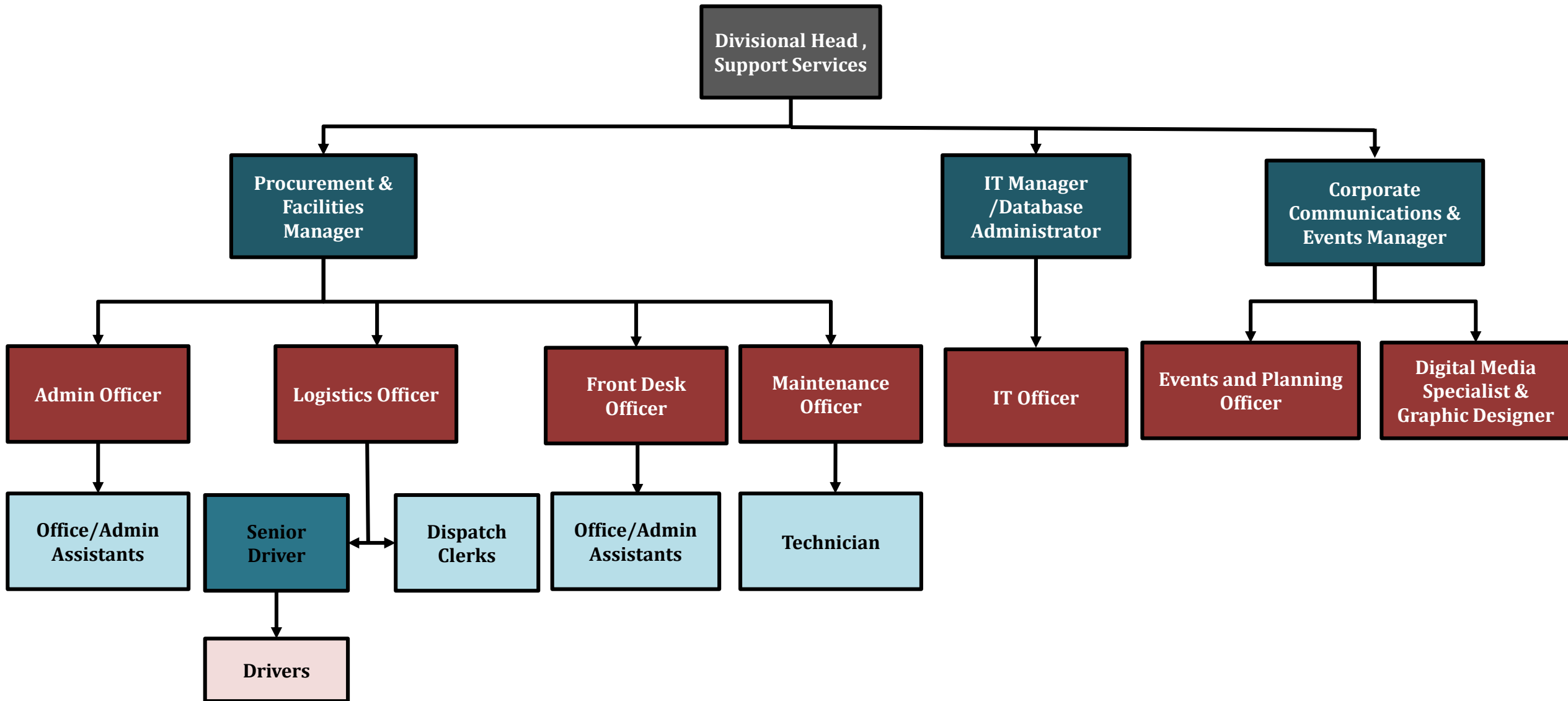
# Proposed Organisational Structure

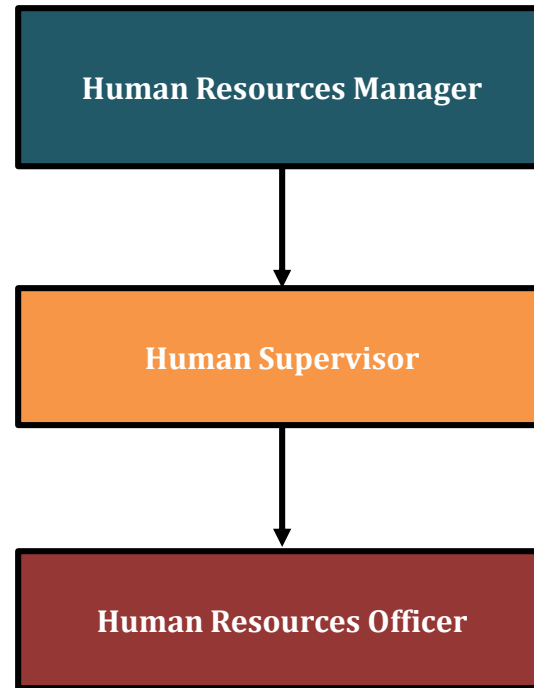


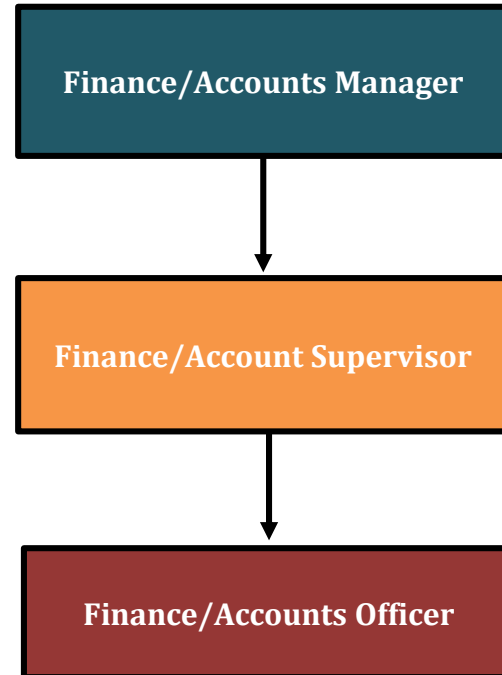
# Divisional Structure, Secretariat Services

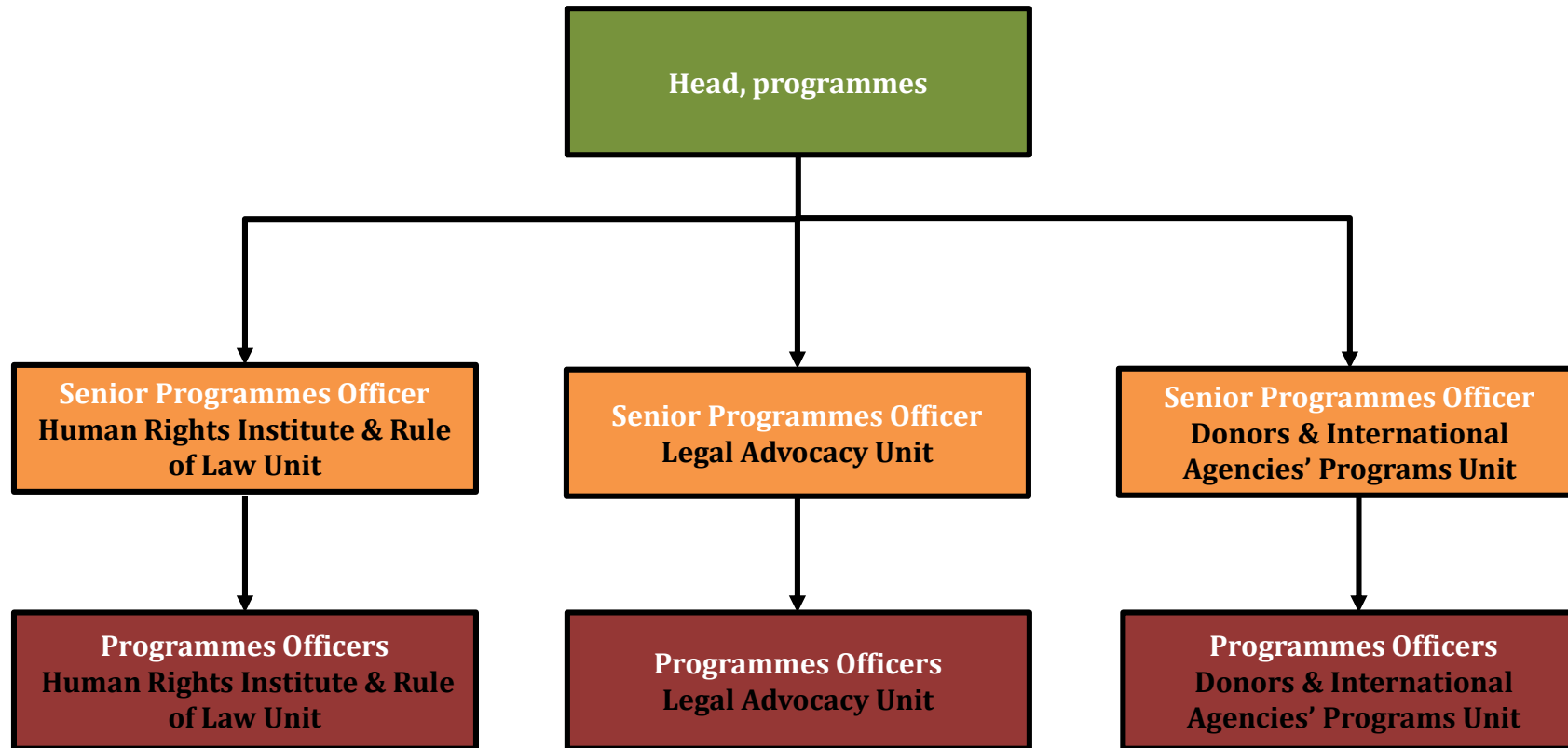


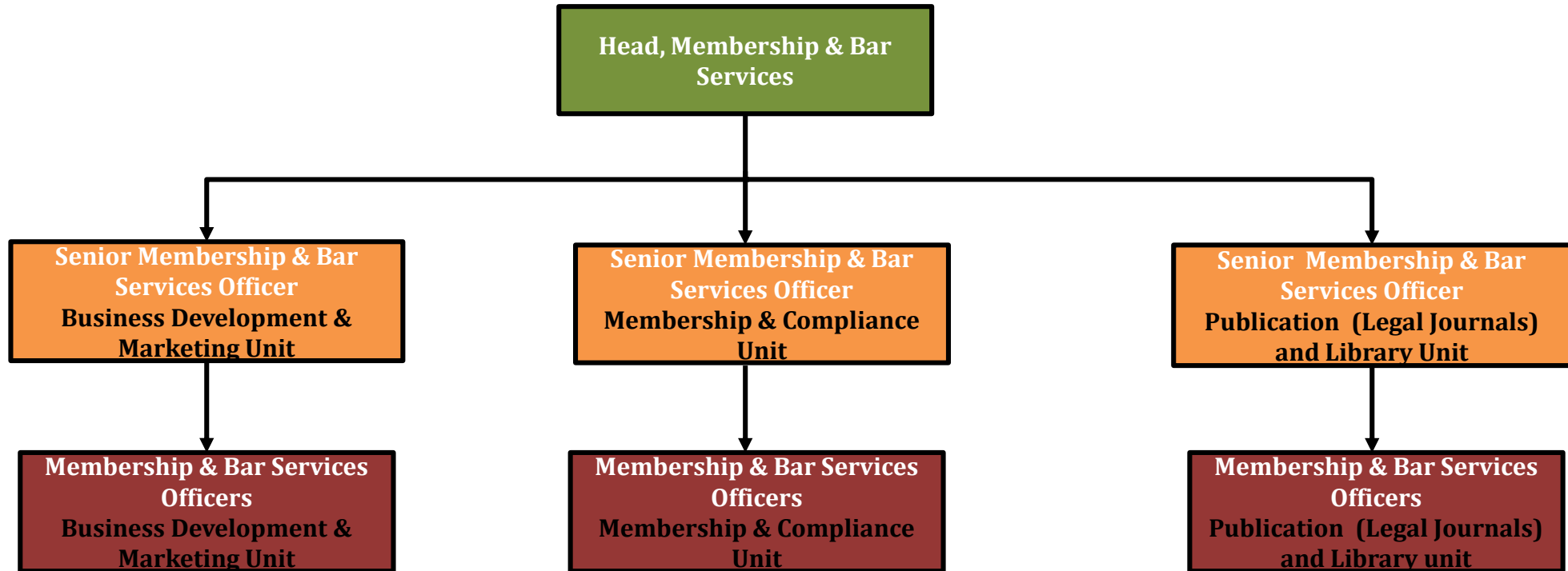
# Divisional Structure, Support Services



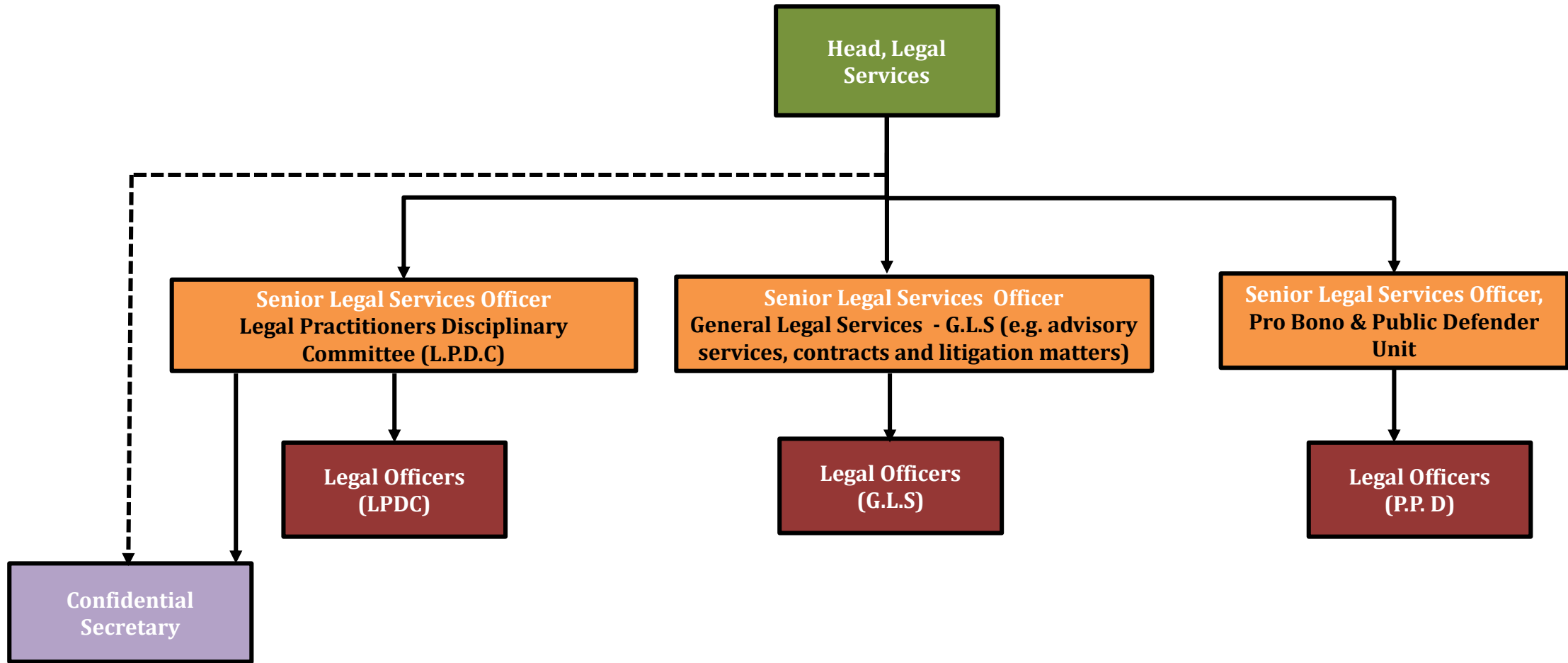




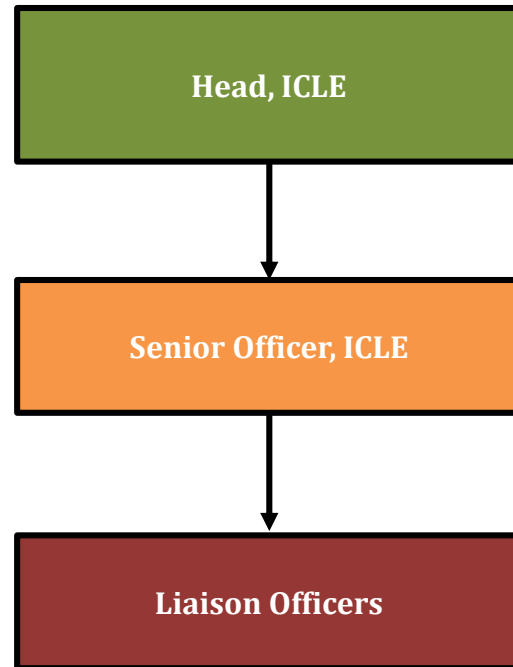


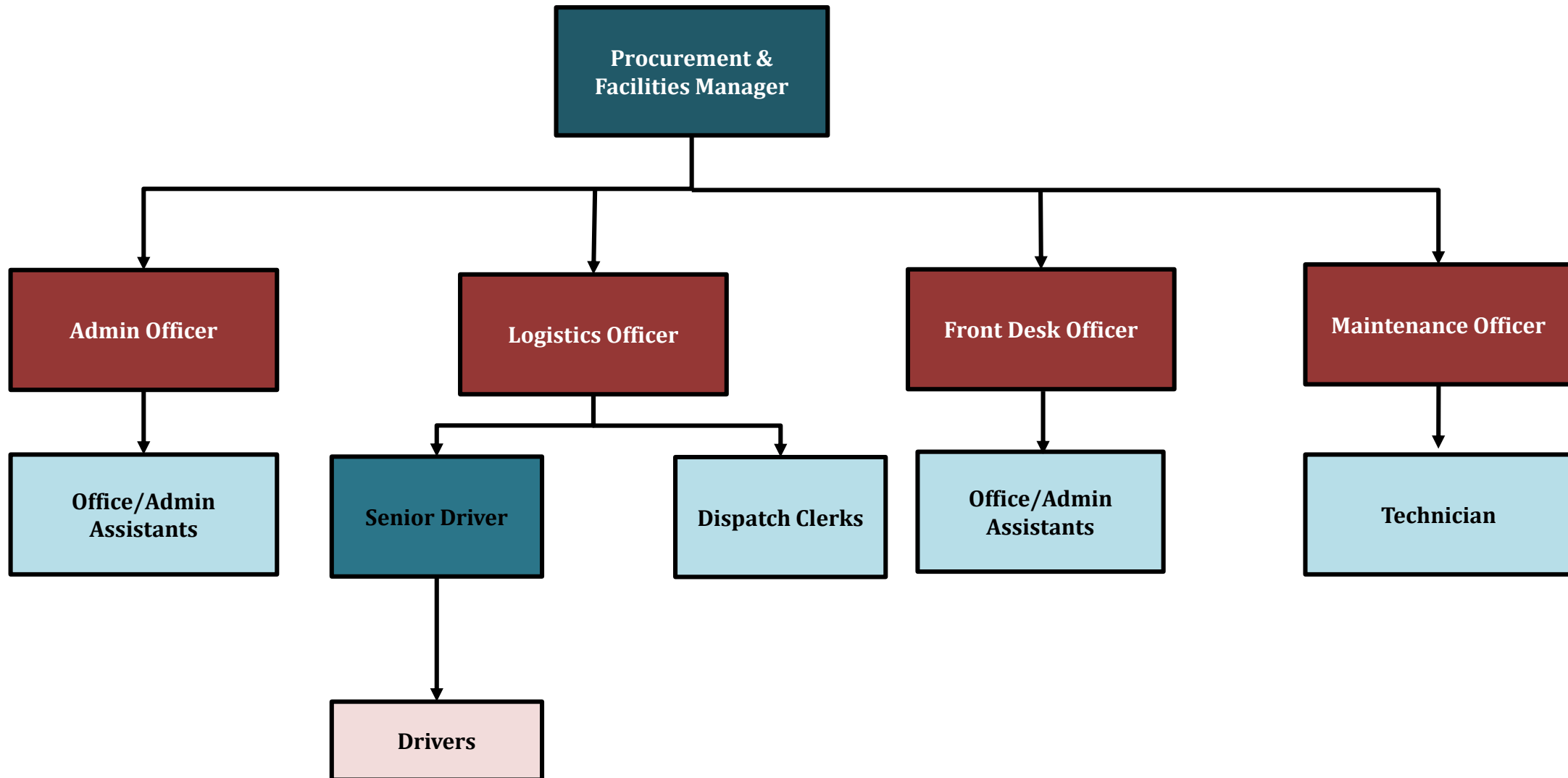


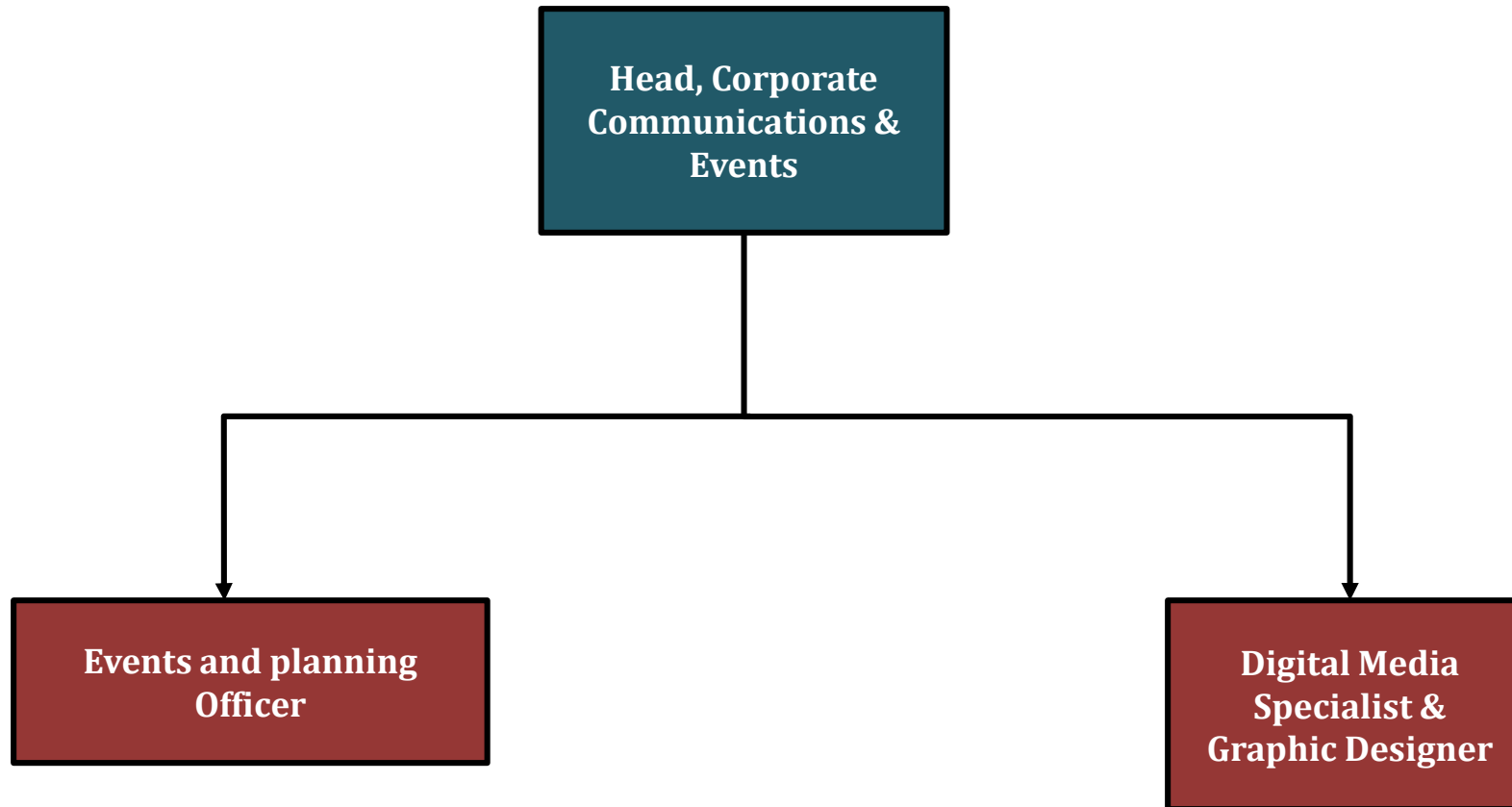
# Departmental Structure, Legal Services

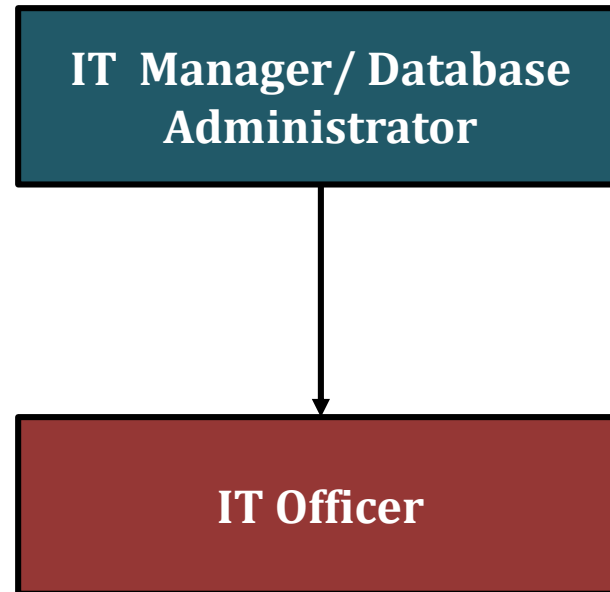












# Key Interpretation

Grades	Roles	Colour
Executive Chairman	President	
Vice Chairman	General Secretary	
Director	Executive Director	
Deputy Director	Divisional Head, Support Services; Divisional Head, Secretariat Services	
Assistant Director	Head, Programmes; Head, Membership & Bar Services; Head, Legal Services; Head, Institute of Continuing Legal Education	
Line Manager	HR Manager; Finance/Accounts Manager; Procurement & Facilities Manager; Corporate Communications & Events Manager; IT Manager/Database Administrator	
Senior Officer	Senior Officer, Programmes; Senior Officer, Membership & Bar Services; Senior Officer, Legal Services; Senior Officer, ICLE; HR Supervisor, Finance/Accounts Supervisor, Internal Auditor	

# Key Interpretation

Grades	Roles	Colour
Officer	Accounts Officer, Chief Transport Officer, HR Officer, Membership & Bar Services Officer, Programmes Officer, Liaison Officer, Legal Officer, Admin Officer	Red
Assistant Officer	Asst. Programme Officer, Intern, Front Desk Officer	Dark Blue
Secretary	Confidential Secretary	Pink
Assistant	Office Assistant, Admin Assistant, Dispatch Clerk	Light Blue
Senior Driver	Senior Driver	Teal
Driver	Driver	Light Pink

In order to guarantee that the proposed structure for the Nigeria Bar Association would deliver the desired results, we propose further discussion with the management team of NBA in the following areas, amongst others:

- Recruiting a Competent:
  - Executive Director
  - Divisional Head, Secretariat Services – this could be recruited from within subjected to performance.
  - HR Manager
  - IT Manager / Database Administrator and
  - Finance/Accounts Manager
  
- Reorder functional activities of the Branding and Events Management Department to focus, amongst others, on Corporate Communications and providing protocol services and quality assurance on corporate events
  
- Consider assigning Dispatch Clerks and Office Assistants to more than one department. The current numbers suggest that there is quite some idle time among these employees.

A conference room with a long wooden table, chairs, and a semi-transparent text overlay. The room has wood-paneled walls and recessed ceiling lights. The table is set with papers, pens, and fruit. A semi-transparent white box is centered over the table, containing contact information.

## THANK YOU

**Contact us:** [info@outsideinhrng.com](mailto:info@outsideinhrng.com)  
[ngozi@outsideinhrng.com](mailto:ngozi@outsideinhrng.com)

[www.outsideinhrng.com](http://www.outsideinhrng.com)

**Office:** +234 9091362818 **Mobile:** +234 802 3628181

**Twitter:** @NgoziZoe @OutsideIn HR