BACKGROUND

In view of its quest for expansion, productivity and actualization of its strategic plan and Program objectives, a Non-Governmental Organisation (NGO) is currently searching for competent, experienced, resourceful and proactive officers to join its team and fill the following positions:

**Job Position: Head of Program**

**Industry Type:** NGO  
**Job Location:** Abuja  
**Contract Type:** Full Time

**Qualifications and Requirements**

- Advanced degree (Masters) in Social Sciences, Humanities, Law or related fields with strong social research background. A higher degree will be an added advantage as well as professional membership.

- Minimum of five years management level experience in the non-profit sector, especially in an academic institution, policy think-tank, NGO or related organization.

- Proven project development, fund raising and program management skills.

- Familiarity with the literature and contemporary issues in plural politics, crime, justice reform, security, good governance, public education, sensitisation and awareness.

- Demonstrable team-oriented personality and strong leadership skills.

- Ability to work well in an entrepreneurial, multicultural and multi-location organization.

- Ability to communicate clearly, respectfully and sensitively with colleagues, partners,
beneficiaries and members of the public.

- Knowledgeable in Advocacy and policy development.

- Proficiency in Microsoft office and database management software.

- Expertise in the use of social media for communication to different stakeholders

**Responsibilities**

- The successful candidate will lead on Project development, fundraising and program management for the entire organization.

- Provide leaders for the organization program department and report to the Director;

- Function as Head of the Program Team. Ensure effective team meeting. Maintain line supervision of all staff working in the program department. Evaluate program and project staff performance.

- Identify new grant and project opportunities for the organization and play lead role in drafting proposals for fundraising and implementation.

- Work in close collaboration with other heads of departments, sub-team leaders and other staff in the organization.

- Participate in the regular meetings of the Senior Management Team as a member.

- Maintain and improve relationship with project partners and ensure that reporting obligations to them are carried out in a timely and satisfactory manner.

- Represent the organization in speaking engagements, workshops, and seminars on topics related to the mission of the organisation as directed by the Director or any other person acting on his/her behalf.

- Ensure proper documentation of program implementation.

- Coordinating public policy advocacy

- Work with Finance department to ensure that project budgets are well managed.

- Facilitate trainings and capacity building for staff members of the department.

- Process documentation in standardizing methodologies, building a practice and organizational learning;

- Contribute articles to the publications of the organization and for publication in the
print media;

- Remain knowledgeable about concepts and issues in democracy, good governance, security and justice in Nigeria, West Africa and the world.

- Carry out any other functions that may be directed by the Director or any other person acting on her behalf.

### General Duties Include:

- The maintenance of regular communication and reporting procedures with the Director, other staff and/or consultants.

- The performance of any other duties that may be reasonably requested by the Director or his/her Designate.

### Core Values

- Honesty
- Integrity
- Transparency
- Hardwork

### Competencies

- Excellent communication skills in both verbal and written English. Working knowledge of French language will be an added advantage

- Excellent interpersonal skills.

- Ability to Communicate clearly with staff, its partners and members of the public

- Interest in progressive issues and commitment to public interest work

- Ability to Prioritize work and take initiatives within agreed guidelines and deadlines

- Proficiency in Microsoft Office and Internet;

- Willingness to develop professional and personal skills necessary to perform assigned tasks

- Work accurately and detailed particularly under pressure of deadlines and able to
maintain reliable projects files

- Willingness and ability to travel and work outside regular location when necessary.

**Method of Application**

- Applicants for the respective positions above must email their CVs (Max 3 pages, Word or pdf) and a letter of expression of interest to: recruitment@cddwestafrica.org using the “Name and Job title” as the subject of the mail. Two (2) writing samples, each no longer than 5 pages in respect of the Research Officer, Communication Officer and the Head of Program.

**Applications Deadline: 28th February, 2021**

**Further Notes:**

- Only shortlisted applicants will be contacted.

- Only Electronically submitted applications will be entertained. Scanned applications will be disregarded.

- No phone calls, please.

- Subject line of emails must state clearly the Name of Applicant and Job Title of position applied for.

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The Centre for Democracy and Development (CDD) was established in the United Kingdom in 1997 as an independent, not-for-profit, research training, advocacy and capacity building organisation.

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