



INITIATIVE FOR GENDER EQUALITY AND SEXUAL REPRODUCTIVE HEALTH (IGE-SRH)

The Initiative for Gender Equality and Sexual Reproductive Health (IGE-SRH) is a youth-led non-governmental organization advocating for the rights and promotion of young sexual minority rightsholders in Nigeria who have been discriminated against because of their sexual orientation, gender identity, expression, and sexual characteristics.

As a growing organization, we're looking for highly motivated individuals who bring their expertise, ambitions, and innovative project ideas to complement our mission. We work in a highly collaborative environment, with staff distributed over multiple states. As such, we seek colleagues who can manage projects independently and deliver exceptional results. In return, we offer unusual autonomy and opportunities for growth. If this sounds like the team you've been looking for, we would love to hear from you.

Job Title:	Operations Officer
Job Type:	Full-Time
Qualification:	Bachelor's Degree
Experience:	1 -3 years
Location:	Uyo, Akwalbom, Nigeria

Department Summary

The Operations Unit manages the components of IGE-SRH's operations alongside upper management. The primary responsibilities of the Operations Officer will be to ensure that finance and accounting matters are managed in line with project resources and business development strategies. Alongside senior management, s/he will also supervise IGE-SRH's accounting, legal affairs, and human resources, as well as project cycles and the general administration of the organization.

Role Summary

Reporting directly to the Executive Director and working closely with other members of the Finance Department, Monitoring and Evaluation, Communications and Programs Departments, the Operations Officer contributes to the development and management of knowledge, capitalizing on learning from IGE-SRH's core work, manages the establishment, implementation and follow-up of the project, from planning to monitoring and reporting and providing quality support to IGE-SRH to achieve its overall objectives, as an integral member of the team.



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Job description

- Support in direct implementation of project activities at the field level in coordination with project team members and partners
- Oversee and maintain all relevant financial records and documents, including budgets, receipts, and financial ledgers, with assistance from IGE-SRH's finance staff.
- Monitoring adherence to policies and processes throughout the organization.
- Overseeing human resources development policies, training, and performance reviews.
- Support in monitoring and coordinating different project activities and ensuring compliance with reporting requirements.

Accountability

- Reports directly to the Executive Director.
- Contribute to developing internal policies, tools, and mechanisms for mainstreaming accountability within and across IGE-SRH.
- Ensure respect for and adherence to principles of accountability in all actions and activities of IGE-SRH.
- Support capacity development of staff and partners on issues of accountability.

Requirements, Knowledge, and Expertise

- A bachelor's degree in operations management, project management, strategic management, business management, or similar. or related relevant disciplines (a Master's Degree is an advantage).
- At least one year of experience in an operations management position or similar.
- In-depth knowledge of project management and strategic planning.
- Exceptional leadership and communication skills.
- Ability to promote efficiency toward achieving business objectives and profitability.
- Have the ability to contribute effectively to teamwork and contribute to broader organizational goals and strategies.
- Ability to organize, identify opportunities, and coordinate initiatives.
- Have a flexible and adaptable approach and respond to changing priorities and in a rapidly evolving environment.
- Manage operational requirements related to project workplans, technology requirements, and back-end operations.

Application Process

Interested applicants must electronically fill out the form using this link: <https://bit.ly/3N717h5>



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N/B: Initiative for Gender Equality and Sexual Reproductive Health is an Equal Opportunity Employer.