



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.

Based in Akwalbom and Abuja, IGE-SRH seeks to fill the following vacancy:

Job Title:	Program Associate
Job type:	Full time
Qualification:	Bachelor's degree
Experience:	1-2 years
Location:	Akwa Ibom & Abuja, Nigeria

Department Summary

The programme management unit is responsible, on behalf of the organization, for delivering effective and strategy programs which are in line with IGE-SRH core values. The unit requires effective coordination of the programme's projects and management of their inter-dependencies including oversight of any risks and issues arising. It also includes the co-ordination of new capabilities of the organization to enable effective change and realisation of IGE-SRH goals and objectives.

The unit is crucial for creating and maintaining focus, enthusiasm and momentum within IGE-SRH, They are responsible for the overall integrity and coherence of programme within IGE-SRH.

Role Summary

The Programme Associate has the primary responsibility of coordinating the successful implementation of projects in IGE-SRH. The Programme Associate will also support the monitoring and evaluation team to monitor the progress of program deliverables, record and report all outputs and outcomes that emerge. Under the supervision of the Programme Director, the Programme Associate will coordinate and manage key activities as assigned



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and support other daily administrative activities by working closely with other Programme Associates and members of the team.

Job Description

The primary duty of the program associate is organizing, coordinating, and planning of the organization's program and its related activities which include, but are not limited to the following:

- Researching factors that may impact the success of the program, and working with individuals or groups to research and document program requirements in order to provide appropriate input.
- Monitors and reports progress of objectives and goals of the program. Develops work plans to accomplish objectives and monitors progress toward their achievement.
- Monitors expenditures and may prepare financial reports; may assist in identifying funding resources and developing fund-raising strategies and initiatives.
- Conducts training, represents the program at international meetings and conferences, and networks with affiliated groups.
- May write or develop reports, speeches, briefings, promotional materials, grants, and other written materials related to the program.
- Plan, administer, or monitor the program's budget or related grants.
- Assist in developing and coordinating program-related conferences, conventions, or meetings. Performs related responsibilities as required. This is not an administrative support position.

Accountability

- Reports directly to the Executive Director.
- Contribute to the development of strategic programming within and across IGE-SRH.
- Ensure respect for and adherence to principles of accountability and transparency in all actions and activities of IGE-SRH.
- Support capacity development of staff and partners on issues of accountability and transparency.

Requirements

- Knowledge and expertise in project management, risk assessment and data analysis.
- Strong organizational skills
- Strong project coordination skills
- Strong communication- including good writing and presentation skills.
- Ability to work well with a diverse group of partners and stakeholders.
- Ability to deliver at pace and meet deadlines.
- A track record of showing pro-activity and leadership
- Ability to work and deliver objectives with limited supervision.
- Proficiency in the use of Microsoft office (Word, Excel, and PowerPoint) and project management tools.
- Ability to travel at short notice.



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- Ability to work independently and take initiative in resolving problems
 - Creativity for program and activity ideas

Strongly Desired:

- Have previous experience working in national projects.
- Demonstrated experience and knowledge of project management and analysis
- Demonstrated experience in grant writing and budget drafting.

Qualification

- Bachelor's degree in a related field, such as social work, psychology, humanities, or management science. (A Master's degree is an added advantage)
- One to two years of related experience or an equivalent combination of education, training, and experience.

Application Process

Interested applicants must electronically fill out the form using this link:

<https://bit.ly/3N717h5>

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