

Vacancy

Organisation: Empowering Women for Excellence Initiative

Job Title: Organisational Development and Partnerships Officer-Project Management and Administration

Location: Kaduna, Nigeria.

Expected Start Date: 1 September, 2020

Contract Duration: Initial Contract of limited duration, renewable based on performance. Probation period of 3 months.

Key Responsibilities

- Advising project teams on project progress and liaising with different project teams on a day-to-day basis
- Responsible for development of a grant supporting documents checklist, collation and consolidation of said documents in co-ordination with relevant departments.
- Tracking of all projects and recommending changes where needed.
- Tracking and disseminating grant opportunities and supporting the convening of grant meetings.
- Work with relevant department to develop project internal action plans.
- Disseminate a monthly EWEI project report for all EWEI projects highlighting project activities, expenditure, challenges and milestones with inputs from all departments.
- Maintenance of data in a central project data base; maintaining project files and archiving.

Required Education, Qualification and Competencies

- University bachelor's degree essential in a relevant discipline. Additional qualifications in Gender and Knowledge Management and Training is a plus.
- At least one year job related experience in project management and Administration.
- Experience of working in a team and under pressure.
- Experience in grant writing and management.
- Excellent Computer skills(documents/spreadsheets/database/presentations/calender/email).
- Excellent spoken and written English including writing project plans and reports.
- Other languages (e.g. Hausa) and foreign languages including French are an advantage.
- Must be passionate about and committed to learning.

Please send an Updated CV, Completed Staff Application Form (which can be downloaded from our website) and passport photograph to contact@eweing.org with the title: "EWEI ODPO-PMAO" before or by 16 August 2020.

Please note that only shortlisted candidates will be contacted.