

WE ARE LOOKING FOR YOU

Empowering Women for Excellence Initiative (EWEI) Vacancies January 2016

Job Title: Assistant Programme Officer, Administration and Logistics Code: APOAL002

Location: Malali, G.R.A. Kaduna, Nigeria

Tenure: Resident, Full Time

Basic Salary: NGN 20,000

Preferred Gender: Male

- Qualifications: Minimum HND in a relevant discipline
- At least one-year of professional experience
- Experience of working in a team and under pressure
- Excellent computer skills (documents/spreadsheets/databases/presentations/calendars/email)
- Excellent spoken and written English including writing programme plans and reports (will be tested)
- Other indigenous languages (eg Hausa) and foreign languages including French are an advantage
- Interest in gender issues & international development.

Job Title: Programme Officer, Media and Publicity

Code: POMPO03

Location: Malali, G.R.A. Kaduna, Nigeria

Tenure: Resident, Full Time

Basic Salary: NGN 30, 000

Preferred Gender: Female

- Qualifications: Minimum HND in a relevant discipline
- At least two years of professional experience
- Experience in the use of different online platforms for information dissemination e.g. Storify, Mail Chimp etc (will be tested)
- Experience of working in a team and under pressure
- Excellent computer skills (documents/spreadsheets/databases/presentations/calendars/email)
- Excellent spoken and written English including writing programme plans and reports (will be tested)
- Other indigenous languages (eg Hausa) and foreign languages including French are an advantage
- Interest in gender issues & international development.

All applicants must be highly motivated, team players, IT literate, passionate about development work, volunteerism and able to commit time and effort to advancing the cause of women's empowerment.

Interested applicants should send in their CVs and Application letters stating job title and code number in the subject line of the email no later than 31 January, 2016. Please send CVs and application letters to contact@eweing.org in Microsoft Word format with a passport picture of applicant. Only shortlisted candidates will be contacted for interviews.

Please visit our website for more information about EWEI at www.eweing.org as applicants will be shortlisted based not only on their qualifications, but their understanding of the organization's operations and how they can contribute to achieving the aims and objectives of the organization.