

PROGRAM OFFICER - LIVELIHOOD & RECOVERY (VCG B 2)

Department: Programmes Department

Location: Abuja

Duration: One Year (With possibility of extension)

Reports to: Director of Programmes

SUMMARY OF ROLE

The Livelihoods and Recovery Program Officer is required, to help revive the economic activities of those affected by the terrorist activities by the distribution of production means (agriculture, livestock, income-generating activities, etc.), and over the long term, to promote more resilient livelihoods in order to increase people's autonomy, enabling them to generate income that meets their basic needs, even in times of crisis.

He/she will be responsible for promoting improved livelihood and recovery for the victims of terrorism and similarly vulnerable groups affected by acts of terrorism through innovative entrepreneurial skills and providing them the required resources to rebuild their lives.

Develop and manage relevant projects aimed at ensuring that victims of terrorism have access to appropriate opportunities and resources aimed at alleviating their conditions and securing their economic base on a sustainable basis.

DUTIES AND RESPONSIBILITIES

- Development and implementation of program strategies and policies.
- Research and develop materials and reports required for the success of the Livelihood & Recovery Unit.
- Ensure the achievement of objectives and targets set for the Livelihood & Recovery Unit as well as the smooth running of the unit programmes.
- Must be able to lead, supervise and train their team, incorporating an intercultural focus.
- Interact with the Directorate of Programmes to create effective linkage across all thematic areas and activities.
- Support the Management in resource control and financial management on all assigned projects.
- Effectively manage tools and resources for programmes planning and development.

- Ensure that all financial data associated with programs are recorded and documented.
- Collaborate with other team members where needed to execute projects
- Responsible for the preparation of files and documents for the smooth running of programmes.
- He/she should also be able to implement measures designed to monitor program quality
- Continuously research and provide regular updates on all Livelihood & Recovery related practices and methodology.
- Draft high-quality reports of all programs and planning processes.
- Any other duties assigned by Management.

POSITION SPECIFICATIONS

Education

- Degree in International Development, Development Studies, Economics, Social Sciences, Community Development, Democracy, and Governance or equivalent.
- Possession of a Masters' degree in developmental studies or another related area would be an advantage.

Certification and Training

- Previous training and certification in grants management, collaboration, partnership, developmental studies; peace and conflict studies, monitoring and evaluation, etc. is desirable.

Experience

- At least 5 years of experience in a similar role in a comparable organization.
- Must be a self-starter and able to work with little supervision.

Additional Skills

Language

- Must be able to express him/herself in a manner easy to understand both verbally and in writing in both English and Hausa languages and can adapt his/her level depending on whom he/she is talking to.
- Easily understands the people he/she is speaking to.

IT

- Proficient in basic IT functions (Office).

- Proficient in computerized communication tools (email, internet, communication software, etc.)
- The ability to use mobile data collection software (kobo, ONA, etc.) and geographic information management software is an added advantage.