**JOB DESCRIPTION**

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| **Job Title** | Country Director -Nigeria |
| **Reports to** | Regional Director |
| **Management Responsibilities** | Program officers, Program managers, Finance/operations personnel and consultants |
| **Job location** | Abuja -Nigeria |
| **Grade** | Grade 1 of the Nigeria Pay scale |
| **Contract Duration** | 2 years |

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| **Job Purpose** |
| The Nigeria Country Director leads International Alert’s programmes in Nigeria including direct management of country teams and development of Alert work that might be regional in nature.  They develop and lead delivery of the strategy for Alert’s work in Nigeria . The postholder oversees programme delivery and quality, ensuring our work is implemented and evaluated to deliver peace outcomes. They lead their team to collaborate equitably and supportively with partners. They are responsible for securing and effectively managing financial resources, and for security and compliance. The Nigeria Director ensures Alert’s teams are staffed with skilled and motivated people. The postholder leads our external representation in the Country, influencing for policy and practice change to reduce structural and direct violence, ensuring our engagement is based on learning and evidence. The Nigeria Director is an organisational leader, participating in Alert’s governance as a member of the Executive Team on rotation with other Country and sub-Regional Directors, and serving on Alert’s Global Leadership Team. |
| **Duties and Responsibilities** |
| **Leadership and management**   * Lead Alert’s work and team in Nigeria in providing strategic direction and ensuring staff work collaboratively to deliver effective peacebuilding in support of Alert’s mission. * Provide effective leadership and support to a diverse team of staff, ensuring their professional development and well-being, and fostering a collaborative and inclusive work environment. * Line manage senior staff in Nigeria by providing support, development and task management. * Lead the development of the strategy for Alert’s work in Nigeria, building on sound context analysis to define our national peacebuilding ambitions and contributions to Alert’s 2024-2030 Strategy. * Develop and oversee implementation of annual plans and budgets, monitor and adapt these during the year and report against the plans, with a focus on outcomes and learning. * Foster a collaborative environment within the team, and work with staff to ensure close collaboration between country teams on any regional initiatives that may arise.   **Programme delivery**   * Ensure Alert’s current programming in Nigeria delivers impactful peacebuilding, including supporting project implementation and grant management through oversight and monitoring. * Support staff to work effectively with partners, including supporting locally led peacebuilding and ensuring our partnerships are equitable, effective, deep and diverse. * Proactively develop and maintain partnerships with civil society actors, government, academia and private sector. * Ensure learning and adaptation in Alert’s work, including monitoring and evaluation of projects and cross-team biannual reflections using outcome Harvesting. * Ensure that Nigeria team undertake frequent and effective donor liaison during project delivery.   **Fundraising and programme development**   * Lead the fundraising strategy for Nigeria office, including development of programming ideas and funding bids for peacebuilding programming in the country. * Work collaboratively with partners to develop joint country initiatives. * Develop and maintain a network of potential donors in the country. * Oversee development of compelling new project proposals drawing on lessons learned and up to date context analysis, ensuring input of partners and Alert colleagues in the process. * Plan for Alert sustainability, ensuring sufficient coverage of country and global shared costs in all budget submissions. * Establish and sustain a network of sector contacts, including donors and potential consortium partners.   **Finance and operations**   * Be accountable for effective financial management, ensure efficient use of financial resources by staff and partners, and minimize the risk of fraud. Ensuring robust financial controls are in place, and all staff understand and comply with procedures. * Oversee Nigeria teams’ financial reporting, budgeting and reforecasting. Ensure timely, accurate financial reporting by staff and partners to donors, authorities and within Alert. * Ensure compliance with finance, procurement, HR and administrative procedures in line with national laws, donor requirements and Alert global policies. * Manage Alert’s institutional presence in Nigeria, including ensuring up-to-date registrations and compliance with national legislation. * Oversee the security and safeguarding of Alert’s staff, partners and participants, ensuring Alert’s policies and procedures are followed, and adapted where necessary to local contexts. * Ensure that teams receive proper performance management so that country objectives are met * Ensure safety protocols, safety assessments are done and encourage a proactive approach to safety and well-being of staff · * Adhere to the aspects of sensitivity to GDEI charter in country programming and also in the normal office operations. * Lead and liaise with the Regional Director/ HQ when confronted with a crisis while ensuring that Alert’s reputation is not compromised.   **Advocacy and Communications**   * Oversee Alert’s communications in Nigeria, to increase the reach, influence and effectiveness of Alert’s peacebuilding messages. * Build and sustain relationships with key national and sub-regional stakeholders. * Represent Alert externally at conferences, workshops and meetings to strengthen Alert’s reach and reputation in contributing to peacebuilding debates.   **Organisational contributions**   * As a member of Alert’s Global Leadership Team, contribute to organisational development, raising and engaging on organisational issues, policy development and strategic workshops. * Ensure that Nigeria team contributes to Alert’s organisational knowledge through sharing experience and contribute to learning initiatives. * Provide regular updates to line manager and others as requested on activities, challenges and opportunities, and oversee quarterly and annual organisational reporting. * Collaborate with other teams to ensure alignment with organisational strategies. * Undertake any other tasks reasonably requested by the Regional Director. |
| **Travel requirements** |
| Regular travel within Nigeria as well as occasional travel to other regions. |

**PERSON SPECIFICATION**

## ESSENTIAL REQUIREMENTS

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| Experience implementing peacebuilding or related work in conflict-affected environments in Nigeria |
| Understanding of the conflict, political, social, and cultural context in Nigeria . |
| Programme management experience, including project strategy and design, implementation, compliance, monitoring and evaluation. |
| Senior management experience, including remote management of teams dispersed across the country, providing inclusive and inspirational leadership. |
| Financial management experience, including management of budgets and understanding of donor compliance. |
| Understanding of the current international development funding environment and experience of successful fundraising from institutional and non-institutional donors, including proposal writing, donor relationship building and budget design. |
| Experience building effective relationships with a wide range of stakeholders, including government officials, civil society and donors, and engaging with diverse staff, partners and participants. |
| Strong emotional intelligence and self-awareness. |
| Spoken and written fluency in English, and excellent writing skills, including experience of writing reports and analysis. |
| Existing right to work and live in Nigeria. |

**DESIRABLE REQUIREMENTS**

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| Proficiency in English and any other Nigerian local language is an asset. |