

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title** | **Senior Project Officer (4 positions)**  |
| **Reports to** | **Program Manager** |
| **Job location** | **Benue, Sokoto, Zamfara and Kaduna**  |
| **Contract Duration**  | **12 Months** |

|  |
| --- |
| **Background** |
| International Alert is one of the world's leading peacebuilding organisations, with 30 years of experience supporting communities, advising governments, organisations and companies on how to build peace. Alert works with people in conflict-affected and threatened areas to make a positive difference for peace; to improve the substance and implementation of international policies relevant to peacebuilding; and to strengthen the peacebuilding sector. Together, we believe peace is within our power. We focus on solving the root causes of conflict, bringing together people from across divided. From the grassroots to policy level, we come together to build everyday peace. Peace is just as much about communities living together, side by side, and resolving their differences without resorting to violence, as it is about people signing a treaty or laying down their arms. That is why we believe that we all have a role to play in building a more peaceful future.Alert currently has field offices in Sub-Saharan Africa, South and South-East Asia, Central Asia and the South Caucasus, Europe, the Middle East and North Africa. International Alert began operations in Nigeria in 2011 as a partner on security governance within the Nigeria Stability and Reconciliation programme (NSRP). Since then we have launched a social cohesion programme in the Northeast, while expanding our technical advisory in conflict and gender sensitivity to various governance and reform programmes. |
| **Job Purpose** |
| The Senior Project Officer will provide support to the implementation and monitoring of a peacebuilding project seeking to address the root causes of conflict in the implementation zone. The Position holder will support implementation of activities at sites in collaboration with stakeholders and according to the project workplan. S/he will be responsible for the day-to-day supervision in the implementation of program activities as well as collecting quantitative and qualitative data and producing reports on activities.  |
| **Duties and Responsibilities** |
| **Project implementation*** Monitor the timely implementation, financial management and reporting quality of the project
* Work with the Project Manager and implementing partner to develop and update monthly, quarterly and annual workplans
* Ensure financial and logistical preparation of activities in line with workplan and project strategy
* Develop and maintain relationships with key project stakeholders at activity sites, including implementing partner staff
* Lead and facilitate activities, as required
* Monitor the conflict context in activity sites and provide timely feedback to project manager
* Liaise and coordinate with other NGOs operating in activity sites

**Financial management*** In liaison with the Project Manager, develop and monitor project expenditure
* Plan activity expenditure and request funds in a timely and accurate manner
* Oversee expenditure during activities (including implementing partner activities) and ensure this is in line with project outcomes, and Alert and donor policies
* Ensure compliant financial documentation is collected during activities

**Reporting, monitoring and evaluation*** Contribute to developing and implementing project monitoring and evaluation plan
* Collect quantitative and qualitative information during activities in line with M&E plan
* Support baseline, mid-term and final evaluations, including participating in data collection
* Prepare activity reports and contribute to donor reports
* Collect case study information and follow-up with project participants

**Coordination with other Alert staff and stakeholders in the region** * Participate actively in the management processes of the team, including team meetings, sharing of information, context analysis, and strategy development
* Participate in relevant state level strategic forums, as delegated by the Program Manager

**Other relevant tasks as required by the line manager** |
| **Travel requirements** |
| The 4 positions will each be based in a Benue, Sokoto, Zamfara and Kaduna with regular travel to field locations |

**PERSON SPECIFICATION**

|  |
| --- |
| **Talents**  |
| At Alert, we have introduced Talent Management to our business model as we believe talented people are crucial to the success of our work. We believe all individuals are talented and success comes in matching the right talents to the right roles. For this role, the skills, qualifications and experience listed below are important, but we believe that to be great in this job you will have a talent for providing effective project support in a challenging and changing context. You will also have a talent for demonstrating excellent knowledge of financial management best practices. In addition, you will be well organised and have extensive experience in project support.  |

**ESSENTIAL REQUIREMENTS**

|  |
| --- |
| Bachelor’s degree or equivalent in Development studies, social science or any other relevant discipline |
| Experience of 4 years working in donor funded projects  |
| Demonstrated experience working in the context of peacebuilding and security in North Central/Northwest Nigeria |
| Excellent numerical, report writing, coordination and communication skills  |
| Willingness to travel regularly to rural locations |
| Strong competence working with Word, Excel and Powerpoint  |
| Proven ability to work creatively and independently both in the field and in the office |