



**JOB VACANCY**  
**Internal/External**

WANEP-Nigeria invites applications from qualified applicants to fill the position of **Program Officer**

WANEP-Nigeria is the Nigerian Country Office of the West Africa Network for Peacebuilding (WANEP), a Sub-regional NGO with regional secretariat based in Accra, Ghana, whose mission is to enable and facilitate the development of mechanisms for cooperation among civil society based peacebuilding practitioners and organizations in West Africa by promoting cooperative responses to violent conflicts; providing the structure through which these practitioners and institutions will regularly exchange experience and information on issues of peacebuilding, conflict transformation, social, religious and political reconciliation; and promoting West Africa's social and cultural values as resources for peacebuilding.

**WN/R/01/006. JOB TITLE: PROGRAM OFFICER**

**LOCATION: Abuja**

**IMMEDIATE SUPERVISOR: DEPUTY CHIEF OF PARTY (DCOP)**

**Expectations:** The Program Officer will assist the Deputy Chief of Party in implementing the PARTNER programs of WANEP; Developing and implementing all activities related programs.

**KEY RESPONSIBILITIES:**

- Provide program support to the DCOP
- Be the information gateway for all program activities in the department
- Provide weekly/monthly/quarterly program update to the DCOP
- Handle all program logistics as may be determined by the DCOP
- Assist in the execution of all EWER/PARTNER Programs
- Ensure that Program appraisals and work plan are updated
- Ensure proper filing of all program documents
- Writes proposals and program reports when required

- Assist in the organization of other program activities in WANEP Nigeria as may be assigned from time to time by the National Network Coordinator
- Perform other related duties as may be required by National Network Coordinator, or Management Staff

**KEY RELATIONSHIPS:**

WANEP Nigeria Team, PPBA Team, Mercy Corp Team, KSPC Team

**REQUIRED MINIMUM EXPERIENCE:**

- B.Sc. / B.A or equivalent in Social Science
- 5 years of experience working in the non-profit sector preferably on conflict management/peacebuilding and community development.
- Experience working in rural areas in Nigeria, particularly in target states of PARTNER is a plus.

**REQUIRED QUALITIES**

- He/She must possess excellent IT and analytical skills, including the ability to analyze processes and solve problems in a complex system.
- Must possess the initiative and the ability to work effectively in a team environment.
- Excellent PC skills, especially in the use of Microsoft Office and Excel
- Ability to work with little supervision
- Possess good interpersonal, communication, and organizational skills with ability to adapt and cope with pressure
- Willing to travel and work outside normal hours
- Display organizational awareness and commitment
- Ability to ensure a clean and friendly working environment in the office

Qualified candidates should forward their application (quoting job title and number), curriculum vitae and other relevant documents to:

The Advertiser

West Africa Network for Peacebuilding (WANEP-Nigeria)

22 Adeniji Street, Adeniji Estate, off WEMPCO Road Ogba Lagos State or

Via e-mail [wanep@wanepnigeria.org](mailto:wanep@wanepnigeria.org), [wanep-nigeria@wanep.org](mailto:wanep-nigeria@wanep.org),

**Not later than February 15, 2023**

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**