



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

WANEP-Nigeria invites applications from qualified applicants to fill the position of **Women Peace and Security (WPS) Coordinator**

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/01/007. JOB TITLE: WOMEN PEACE AND SECURITY COORDINATOR**

**LOCATION: ABUJA**

**RESPONSIBILITIES:** Coordinate the overall program/workplan development and implementation of the gender related issues of the PARTNER project.

**IMMEDIATE SUPERVISOR:** National Network Coordinator

**LINE SUPERVISOR:** Deputy Chief of Party

**KEY RESPONSIBILITIES:**

- Coordinate the overall Programme/Portfolio work plan development and implementation of PARTNER Program according to Strategic Note/ programme document
- Liaise with CP, DCP and other partners to ensure the Programme results are achieved and resources are managed.
- Prepare and present work-plans, periodic narrative progress reports and expenditures status reports to the DCP
- Establish systems for project planning, implementation, and monitoring, in collaboration with DCP
- Record and maintain documents on relevant Programme activities, issues, and risks.

- Provide guidance to team members on establishment of performance indicators, and monitoring achievement of results.
- Identify capacity building needs and support team members through technical assistance, mentoring, training, cross-partner learning, and capacity development initiatives.
- Gather and compile all information necessary for monitoring and reporting on programmes and projects from the planning to the evaluation stages.
- Monitor the implementation of activities and the expenditure of funds
- Write annual and quarterly reports; review and coordinate the submission of implementing financial and narrative reports.
- Provide inputs from women, peace and security programme activities and results
- Supervise and manage a team of professional and administrative staff, review performance and mentor/ coach staff.
- Coordinate development and preparation of financial resources of the Programme including budgeting and budget revisions, and expenditure tracking and reporting.
- Provide technical support to the development of partnerships and resource mobilization strategies.
- Identify potential programmatic areas of cooperation, based on strategic goals of project and the organization
- Ensure documentation of the programme implementation process and products produced are in accordance with project guidelines.
- Contribute to the exchange of information and knowledge products internally and externally of the programme.
- Organize major advocacy campaigns, events, trainings, workshops, and knowledge products

**KEY RELATIONSHIPS:**

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

**REQUIRED MINIMUM EXPERIENCE:**

- B.Sc. / B.A or equivalent in Conflict Management, Social Sciences, International Development, or other relevant fields.
- 5 years of experience working in the non-profit sector preferably on conflict management, gender and peacebuilding, and community development.
- Experience working in rural areas in Nigeria, particularly in target states of PARTNER is a plus.

- **REQUIRED QUALITIES:**

- Must have strong written and oral communication skills in English. Knowledge of Hausa languages is added advantage
- Ability to follow procedures, meet deadlines, and work independently and cooperatively with team members.
- Must have experience in engaging with State and Local Government authorities, religious leaders and local partners.
- Ability to manage community-based peacebuilding and EWER interventions.
- Strong training and capacity-building experience.
- Demonstrate understanding of the conflict dynamics in the Middle Belt & Northwest Nigeria.
- Must be result oriented
- Ability to work under pressure and deliver same
- Demonstrate strong emotional intelligence.
- Must possess excellent skills in IT

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.**