



WANEP - NIGERIA

JOB VACANCY **Internal/External**

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.

We are recruiting to fill the position below:

Job Title: Program Intern (WN/R/01/015)

Contract Type: Internship

Number: 2

Qualification: HND/BA/B.sc

Location: Abuja and Lagos

Position Status: Full-Time, Regular

Supervisory Responsibility: None

Reports Directly To: Program Officers.

Job Field: Programs

Position Status: Full-time, Regular

Essential Responsibilities

- Support program implementation and ensure all programs are responsive to communities and partners, and consistent with WANEP-Nigeria's relevant program guidelines, principles, values, quality standards and strategic plan.
- Ensure all program documents are properly filed and archived both physically and electronically in adherence to internal and donor regulations with support from the MEL department.
- Support in organizing meetings, preparing agendas and minutes of meetings.
- Works closely with the MEL Officer, CARM Officer and Operations staff (including finance and operations) to ensure that activities are implemented according to schedule, budget and required quality.
- Submit monthly and weekly program updates including success stories from program intervention sites.
- Support the Programs and MEL departments in the maintenance of effective program reporting and monitoring and evaluation systems (to track, analyse and report on results) for both internal and external use.



- Support the functioning of community-based Early Warning Early Response (EWER) system including consideration of gender and vulnerable groups.
- Support the integration of community approaches, gender sensitivity and capacity building into all activities as appropriate. Ensure all interventions adhere to WANEP-Nigeria's Gender Policy, Do No Harm principles, and beneficiary accountability standards.
- Coordinate with procurement, logistics, security, administration, and human resources teams to ensure operational systems support field activities.
- Adhere to all WANEP-Nigeria policies related to security, operations, and transport/logistics information.
- Perform any other duty as may be assigned.

Knowledge and Skills

- B.Sc./B.A. degree in Social Sciences, International Relations, or other relevant fields.
- Ability to organize and plan work schedule.
- Demonstrated understanding of the conflict dynamics in Nigeria in general.
- Intermediate skills in Microsoft Office such as Word, Excel, PowerPoint, etc.
- Strong written and oral communication skills in English required. Fluency in other Nigerian languages will be an added advantage.
- Demonstrated attention to detail, ability to follow procedures, meet deadlines, and work independently and cooperatively with team members.
- Excellent IT skills, including a working knowledge of presentation software packages, preferably Microsoft Office Word, Excel and PowerPoint.

Success Factors

- S/he will be capable of multi-tasking, rapid decision-making, initiative, drive, and a lot of energy, as well as high emotional intelligence, constructive communication skills, and proven experience with capacity building.
- S/he will be committed to long-term program sustainability and the delivery of high-impact activities at the community level.

Living Conditions/Environmental Conditions:

- The position is based in *Abuja and Lagos* and requires travel to project communities in Nigeria.

Diversity, Equity & Inclusion:

- Achieving our mission begins with how we build our team and work together. Through our commitment to enriching our organization with people of different origins, beliefs,



backgrounds, and ways of thinking, we are better able to leverage the collective power of our teams and solve the world's most complex challenges. We recognize that diversity and inclusion is a journey, and we are committed to learning, listening, and evolving to become more diverse, equitable, and inclusive than we are today.

Equal Employment Opportunity:

- WANEP-Nigeria as an equal opportunity employer does not tolerate discrimination on any basis. We actively seek out diverse backgrounds, perspectives, and skills so that we can be collectively stronger and have a sustained global impact. We do not tolerate discrimination based on race, color, gender identity, gender expression, religion, age, sexual orientation, national or ethnic origin, disability (including HIV/AIDS status), marital status, military veteran status, or any other protected group in the locations where we work.

Safeguarding & Ethics:

- WANEP-Nigeria is committed to the core principles regarding the prevention of sexual exploitation and abuse laid out by the UN Secretary-General and IASC.
- As part of our commitment to a safe and inclusive work environment, team members are expected to conduct themselves professionally, respect local laws and customs, and adhere to the WANEP-Nigeria Code of Conduct Policies, and values always.

Application Closing Date

March 13th 2024

Method of Application

Interested and qualified candidates should send their application to:

recruitment-nigeria@wanep.org

Note

- Applicant are to send their Resume and Cover Letter in one document.
- Due to the urgency of the recruitment, applications will be reviewed on a rolling basis and may be closed before the end date.
- Qualified female candidates are strongly encouraged to apply.

