

# West Africa Network for Peacebuilding

BUILDING RELATIONSHIPS FOR PEACE

## Vacancy Announcement – NEWS Reporter

### About WANEP-Nigeria

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.

**Job Title:** National Early Warning System (NEWS) Reporter

**Location:** Nigeria (One position per geopolitical zone)

**Employment Type:** Fixed-Term Contract (1 Year)

**Position Status:** Part-Time

**Minimum Qualification:** B.Sc. or HND

**Reports To:** NEWS Manager-Nigeria

**Supervises:** Community Monitors

**Number of Positions:** Five (5), one (1) per geopolitical zone

### Purpose of the Role

The NEWS Reporter plays a pivotal role in the WANEP Alert and Response Mechanism (WARM) by ensuring accurate, timely, and credible data collection, verification, and reporting within the National Early Warning System (NEWS). The position supports conflict prevention, peacebuilding, and accountability by transforming community-level information into actionable early warning alerts.

### Essential Job Responsibilities

#### 1. Data Collection & Verification

- Gather information from community monitors and other sources.
- Verify the credibility of reports to avoid rumours or false alerts.
- Ensure data accuracy, completeness, and timeliness.

#### 2. Reporting & Analysis

- Summarize incidents clearly and concisely for entry into NEWS databases.
- Support preparation of periodic reports on peace, security, and governance trends.
- Assist in analyzing patterns of organized crime, violent extremism, and environmental security.

#### 3. Community Coordination

- Mobilize and motivate community monitors to ensure consistent reporting.
- Provide feedback and capacity support to monitors.
- Strengthen community-level accountability mechanisms.

#### 4. Digital Tools & Data Management

- Use Microsoft Office Suite (Excel, Word, Access) and relevant databases.
- Apply data cleaning, sorting, filtering, and validation techniques.
- Maintain the confidentiality and integrity of sensitive information.

#### 5. Collaboration & Learning

- Participate in training sessions on early warning, conflict prevention, and data security.
- Contribute to organizational knowledge-sharing platforms (e.g., WhatsApp groups, reporting dashboards).

#### 6. Organizational Learning:

- Dedicate 5% of work time to learning activities that improve personal skills and contribute to WANEP's organizational learning culture.

#### Success Factors:

- Accurate, timely, credible reports
- Active community monitor engagement
- Effective use of digital tools
- Strong collaboration & integrity

#### Educational Requirement

- University degree or HND in International Relations, Political Science, Peacebuilding & Conflict Studies, IT, Statistics, or related fields.
- Familiarity with data management is essential.  
Strong proficiency in Microsoft Office Suite (Excel, Word, Access).
- Ability to use data entry software/databases relevant to WANEP NEWS.
- Basic understanding of data quality assurance and validation.

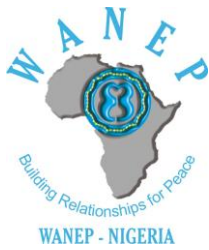
#### Competency

- Excellent attention to detail and accuracy.
- Strong organizational and time-management skills.
- Ability to work under pressure and meet deadlines.
- Good communication and presentation skills.
- High integrity and confidentiality in handling sensitive information.

#### Experience

- 1–2 years of proven experience in data verification and entry.
- Knowledge of peacebuilding, conflict prevention, early warning, and response.
- 1–3 years of experience in CSO/NGO environment.
- Ability to work remotely and independently with limited supervision.

#### Professional Attitude



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- Motivation and commitment to peace and security work.
- Availability and reliability for timely reporting.
- Problem-solving ability in coordination challenges.
- Capacity to handle conflicting reports and ensure data quality.

## **Method of Application:**

Qualified and interested candidates should send their CV and Application to [recruitment-nigeria@wanep.org](mailto:recruitment-nigeria@wanep.org) and copy [pmc@wanep.org](mailto:pmc@wanep.org)

## **Application Deadline:**

One week from advertising. The application will be reviewed on a rolling basis.





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