



Africare Improving lives, Building futures

Africare Nigeria

Project Assistant for Triple Threat (3T) Youth Life Skills Project
Abuja FCT

Africare, a US-based NGO established in 1970, has been working in Nigeria since 1978 and is currently operating more than 150 community-based development projects in 25 African countries. Africare has long standing experience in the design and delivery of technical, training, material and financial assistance to self-help efforts in the fields of health/HIV-AIDS, food security, natural resource management, water resource development, micro-enterprise, civil society strengthening and good governance. Health programs are important to Africare's work in virtually all countries where it operates and constitute about one-quarter of Africare's overall development assistance effort. In Nigeria, Africare has its main office in Lagos and field offices in Abuja, Port Harcourt, Asaba, Uyo and Benin City, with smaller satellite offices in Bayelsa, and Cross River State.

Summary:

Africare is about to start a youth life skills development project in Abuja, Nigeria that will support 300 students from ten secondary schools and engage them in a development program that leverages basketball to teach skills in the areas of literacy, health and social development (leadership, tolerance etc.) The project aims to empower Nigerian youths using basketball and prepare them for the future. The program is a one year pilot with expectation for further funding.

The duration of the project is twelve months depending on donor funding

Responsibilities:

The Project Assistant will work under the supervision of Program officer

- Assist in the coordination of critical activities, such as visits to project site, training, monitoring s and meetings with project partners, Participate in field visits as necessary
- Provide production support for materials developed for internal and external communications and learning around progress and findings, such as document formatting, editing and proofreading
- Track project activities with budget and time
- Fully understand the project curriculum and be able to provide guidance to coaches and other stakeholders
- Keep project records, data, directory and inventory
- Communication on project results with program Officers and coaches
- Reporting on the project as required
- Logistics for project site visits, trainings, meetings and other project activities in line with project work plan
- Make first draft of letters, MOUs and other documents
- During meetings, record and archive minutes for reporting purposes.

Requirements

Education:

- Bachelor's degree in PHE, social sciences, public policy, or related fields.

Professional Experience:

- Minimum of 2 years' experience in providing support and coordination of youths on field-based projects
- Minimum of 2 years' experience working with / social/ Sports, community development, and/or health.
- Experience writing program reports
- Experience in documentation of success stories

Knowledge and Skills:

- Demonstrated understanding of field-based approaches
- Demonstrated skills in the use of electronic databases
- Excellent organizational skills
- Excellent communication and English-language writing skills.
- Ability to work successfully with minimal guidance
- Able to work with young people
- Must be friendly and accessible

How to apply:

Applications should include a CV and cover letter. In the cover letter (no more than two pages in length), the candidate should briefly describe his or her motivation for the position and highlight relevant experience.

Please send CVs to nigeria.vacancies@aficare.org and include the title to the position for which you are applying in the subject line.

For more information about Africare, please visit www.aficare.org.

Africare is an Equal Opportunity and Affirmative Action employer committed to workplace diversity.