POSITION – HUMAN RESOURCES/ADMINISTRATION OFFICER

INTRODUCTION

Africare, a US-based NGO established in 1970, has been working in Nigeria since 1978 and is currently operating more than 50 community-based development projects in 17 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-half of Africare’s overall development assistance effort. Africare’s rapidly growing youth portfolio is focused on building the capacity of youth to adapt to their environments and succeed by impacting their communities.

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 States.

Africare is preparing to implement a Youth Scholar-Athletes Development Project (YSADP) in Delta, Nigeria that will support a cohort of male and female secondary school and engage them in a school based program that develops skills in track and field events and supports academic excellence with a view to excelling in both areas to ensure competitiveness for admission to University programs. The project aims to empower Nigerian youth using track and field as a platform and prepare them for the future. The program is a **two year program** with expectation for further funding.

OVERALL RESPONSIBILITIES

The Human Resources and Administrative Officer in Delta state will provide HR and administrative management of day-to-day office operations and all administrative grants management support for project managers in the Delta state office. S/He will ensure standards for work environment are observed and in compliance with donor requirements. S/he will help recruit and train new administrative staff for the state projects and strengthen procurement security, and general office maintenance. S/he will also supervise the state office staff in the areas of strengthening administrative and personnel policies and procedures, and sub grants management. S/he should be of a pleasant disposition and able to maintain a friendly and effective environment in the office. S/he must be self-motivated and energetic and able to set priorities.
**SPECIFIC RESPONSIBILITIES**

Under the guidance and supervision of the Finance and Administrative Manager the HR & Admin Officer (HR/AO) will carry out the following responsibilities:

1) Supervise all major administrative operations, logistics and procurements within the Delta state office:
   a) Ensure the office is furnished and equipped to meet staff and operations needs.
   b) Coordinate office services – electricity, water, internet, cleaning, etc – to provide staff with the best possible work environment given resources available.
   c) Supervise motor pool, dispatching vehicles efficiently and in a cost effective manner to meet project, finance, and administrative needs.
   d) Ensure prompt and appropriate maintenance of all vehicles and equipment in the office.
   e) Ensure all equipment is tagged and entered into the official asset register and that the register is updated quarterly.
   f) Maintain procurement, asset, service, and other administrative documents and files using Africare’s filing procedures/policies.

2) Make all necessary travel arrangements for office and program visitors.

3) Provide support to other state offices in the Niger Delta as necessary to ensure all staff on board are properly trained around administrative procedures.

4) Supervise Project Admin Assistants and officers and all Administrative support staff (Admin. Assistant, and Drivers) in Delta state.

5) Provide administrative support to Delta state office, and HR support to other project offices as required.

6) Plan, coordinate and ensure timely project close outs and start-up administrative and HR activities including completion of job descriptions, job advert placements, recruitment and orientation of new staff and employee close out procedures.

7) Ensures that timely and accurate submission of appropriate administrative project reports.

8) Provides support to project managers in areas of donor rules and regulation, ensuring compliance of operations to grant rules.

9) Where necessary provide technical assistance to Africare leadership team to ensure full compliance with local laws.

10) Support the Africare leadership team to ensure that all operations within Africare Nigeria comply with required donor, Africare and professional standards.

11) Provides technical assistance in the development, modification and management of operational systems, procedures, for efficient and effective project operations.

12) Any other duties as may be assigned.
QUALIFICATIONS

1) A Bachelors or Advanced degree in Accounting, Management, Social Sciences or related field. With relevant experience.
2) Minimum of 5 years’ experience in Operations, Administration, Procurement and Logistics Management.
3) Demonstrated knowledge and experience in planning, coordinating, logistics management, records and reporting required
4) Demonstrated skills in management of human and other resources
5) Knowledge of Nigeria’s banking procedures, and labor laws
6) Excellent organizational, verbal and written communication skills with proficiency (reading, writing, speaking and comprehension) in English.
7) Proficiency in word processing, spreadsheet, database, presentation, and Internet applications; Microsoft office suite highly desirable
8) Demonstrated competence to assess priorities and manage a variety of activities to meet deadlines in a time sensitive environment while paying attention to detail and quality
9) Ability to carry out independent work with initiative, creativity and good judgment without close supervision
10) Excellent interpersonal skills; ability to interact professionally with culturally diverse staff and clients

How to apply:
Applications should include a CV and cover letter. In the cover letter (not more than 2 pages in length), the candidate should briefly describe his or her motivation for the position and highlight relevant experience.

Subject heading for the application email should be AO/HR officer. Africare. Delta

Please send cover letters and CVs to nigeria.vacancies@africare.org and include the title to the position/Location for which you are applying in the subject line as indicated above.

Deadline of submission is close of business; December 4 2014. All CVs/Resumes must be in either word format or PDF format (Note that only shortlisted candidates would be contacted).

Africare is an equal opportunity and affirmative action employer committed to workplace diversity.