



Concern for Women and Children Development Foundation (COWACDI)
No. 26 Opposite Save the Children Office, Benue Avenue, Old G.R.A Maiduguri, Borno State

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Concern for Women and Children Development Foundation (COWACDI) is a woman- led organization born out of passion for the wellbeing of Women and Children in Nigeria. It has special interest in mitigating the suffering of the vulnerable persons (mostly Women & Children) in times of crisis. Currently the organization has focused its attention on the Northeast of Nigeria with special emphasis in Borno, Yobe and Adamawa states (the BAY states) due to the decade old crises. COWACDI intervenes through community-based approach in addressing Gender-Based Violence prevention and response programmes, child protection, peace-building programmes and empowerment of youth and women. COWACDI operates with full respect for humanitarian law and works with concrete policies and principles of international standard such as humanity, impartiality, neutrality independence and accountability to affected population.

We are recruiting to fill the position below:

Job Type:	Full Time
Qualification:	MBA/MSc/MA
Experience:	2 years
Location:	Borno State
Job Field:	Project Assistant Agronomy/Forestry
Vacancy:	2

Contractual Arrangement:

Contract Duration: 10 Months

Organization: Concern for Women and Children Development Foundation (COWACDI) Nigeria

Role purpose

The Project Assistant Livestock (PAL) will be responsible for implementing all project activities in the target communities in Maiduguri LGA, both directly and indirectly through training/mentoring of project community volunteers and Program Beneficiaries, linking up with BOSADP, other NGOs, and private sector actors at the community level. The PAL shall provide community livestock project supervision, promote, and value participatory approaches at the community level throughout the projects' cycle, awareness raising and sensitization, and all related program activities, Pre and Post livestock activities Monitoring as well as monitoring and evaluation under the direct supervision of the Project Officer Livestock (POL).

To respond to ever changing demands within the environment, COWACDI operates within an agile framework (both in workforce and operational) that requires from all employees, a high level of responsiveness and adaptiveness to processes and structures making flexibility and a project based working approach the norm. To sustain this system, managers may/will agree further details of specific tasks and duties as part of the performance agreement. Any reasonable duty may be assigned that is consistent with the nature of the job and its level of responsibility, and employees may be required to change the focus of their role from time to time.

Key Responsibilities:

Under the direct supervision of the POL and in collaboration with the community volunteers, CPAs, and other team members of the project and of the base, the PAL will:

- Facilitate community entry activities.
- Assist in implement the community livestock project plans and make recommendations to the POL for approval of community project livestock activities.
- Assist in facilitating the training of beneficiaries of livestock/aquaculture management.
- Facilitate surveys on related livestock interventions in communities.
- Prepare action plans and provide direct support to beneficiaries through visits, in line with the action plans, etc.
- Facilitate links and referrals relationships between the beneficiaries and community groups and local sources of support.
- Ensure all documentation, reports, and records on livestock activities from the community are maintained per agreed procedure, and information is provided on community activities as required.
- Co-facilitate step-down training on livestock activities for beneficiaries and community groups on various topics, as outlined in the implementation plan.
- Support beneficiaries and community groups to conduct assessments/project on livestock activities to all special women and youths in the communities.
- Work on facilitating partnerships with relevant livestock value chain actors and their service providers (Private BDS providers)
- Support activities on community disaster risk reduction, famer field schools, asset transfer and revolving fund management, community-based saving and lending groups opportunities
- Ensure data collection of livestock activities under technical guidance of the M&E officer.
- Coordinate with community- based LGA BOSADP officers, other NGOs, and private sector actors.

Additional Responsibilities:

Support Project Stakeholders to implement livestock program activities in the target communities listed above, through:

- Co-facilitation of community training on various livestock issues and topics as outlined in the project implementation plan and training modules.
- Work with LGA-based project teams to model techniques and processes for community engagement under direct implementation.
- In subsequent stages of community engagement, provide mentoring and oversight on livestock activities of the community volunteers.
- Maintain documentation and M&E systems at the community level: under the technical guidance of M&E officer, work with community mobilizers, village agents, beneficiaries, and community groups to ensure that all documents for beneficiaries are kept up-to-date, accurate, and secured; and ensure that information is compiled as needed in an accurate and timely basis to assess progress against activities and outcomes for each community.
- Support the COWACDI Program Coordinator and stakeholders as required in externally representing the program to government agencies, other implementing partners, and service providers. Help establish referral systems with other service providers at the LGA level, to be utilized by community volunteers, CPAs, and beneficiary and community groups to refer beneficiaries for services not provided by this program.
- Facilitate the community volunteers, beneficiary, and community groups to explore opportunities for

soliciting additional indigenous support to program beneficiaries from local resources through community and in-kind contributions.

- Co-facilitate livestock training activities for external agencies and private sector actors as required, and in line with the programme implementation plan.
- Work with the Finance, Admin, Logistics, Security, Procurement Officers, project partners, and community volunteers, and PAL to ensure that all financial activities conducted in each community are properly documented in line with COWACDI policies and donor procedures.
- Other ad hoc tasks as requested by POL.

Applied skills/knowledge and expertise.

Essential Requirement

- Level of Education –Degree, in Animal production, Animal health, science Veterinary medicine and any relevant field with at least 2 years' experience
- Must have substantial experience in implementing community-level development projects, using participatory engagement and grassroots mobilization techniques.
- Experience working on livestock value chain actors and their service providers (Private BDS providers)
- Sound experience working on disaster risk reduction, farmer field schools, asset transfer and revolving fund management, community-based saving, and lending groups.
- Excellent training and facilitation skills with a wide variety of groups having diverse experiences, backgrounds, skills, and education levels.
- Experience in handling grants to local groups, ensuring appropriate basic documentation and accountability at the community/field level.
- Proficient in the use of Microsoft Word, Excel, Power point
- Excellent verbal communication and listening skills.
- Language Requirements: Spoken English-Excellent; Written English-Good (ability to type and prepare reports and other documents as needed.)
- Must be able to speak at least one local language predominant in that state.

Analytical skills

- Works on complex issues. Problems and issues, risks, and benefits may have implications across several project components.
- Required to develop new ways of doing things to better meet program goals requiring creative or analytical ability.

Decision making

- **Budgetary/savings responsibility:** Make decisions to manage community gatekeepers effectively, from identification of volunteers and village agents to the day-to-day management of community programme teams. Day to day decision to ensure community projects are running effectively and supporting the projects informed by COWACDI's strategy and strategic focus areas. Make contributions around project proposals, ensuring they are prepared and comply with community expectations.

Desirable

- Involvement in relevant value chain projects, and/or those involving vulnerable people, especially those with asset/cash transfer components and/or interventions.
- Experience in engaging directly with vulnerable people, facilitating women activities, and/or facilitating vulnerable people's participation in meetings, discussions, etc.
- Involvement in projects and/or initiatives that address issues of power, diversity, exclusion, participation, and gender.
- Ability to multi-task, engage in long-term planning, meet deadlines, and handle last-minute demands; exercise patience, and adapt to changing circumstances.

Relationships

- **External:** Build strong relationships with partners, networks, donors, stakeholders, and community beneficiaries
- **Internal:** Build a strong relationship with program departments, MEAL officers, program managers, M&E units, and all staff.

Application Closing Date

12 March 2023.

Method of Application:

Interested and qualified candidates who are passionate and willing to contribute towards the achievement of our goals should forward their application containing a CV and Letter of interest in either word document or PDF format using the position and location "AGRONOMY AND FORESTRY ASSISTANT_BORNO STATE" as the subject of the email to recruitment@cowacdi.org

COWACDI regrets that, due to the large number of applications we receive, we are unable to reply to every applicant. If you are being considered for the role, a recruiter will contact you. If you are not contacted within 2 weeks, you should consider your application not successful on this occasion.

Note: Never pay for any training, certificate, assessment, or testing fee to the recruiter.