

***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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15th May, 2023.

**Project Manager NFI Project**

**Background**

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 a 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 North East 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. Since its establishment in 2005 has been implementing humanitarian and developmental interventions in Protection, Peace Building, Housing Land & Property (HLP), Non-food Items (NFI), Livelihood. These interventions have directly targeted over 6000 vulnerable children, women, girls and boys as well as people with disabilities. Determined to expand her interventions to reach more vulnerable groups in the conflict area, COWACDI will be implementing NFI project with funding from NHF. COWACDI operates with full respect for humanitarian law and works with concrete policies and principles of international standard such as humanity, impartiality, neutrality and independence and accountability to affected population.

**We are recruiting to fill the position below:**

**Employment Type:** [Full-Time](https://www.myjobmag.com/jobs-by-type/full-time)

**Job Title:** Project Manager

**Qualification:** B.Sc./M.Sc.

**Experience:** 3 Years

**Location:** Maiduguri-Bama/Monguno/Ngala (Roving)

**Job Field:** Programmes

**Reports to**: Executive Director

**Vacancy:** 1

**Contractual Arrangement**: Internal/External

**Contract Duration:** 1 Month

**Planned Timelines:**

* **Start Date:** June, 2023
* **End Date:** June, 2023

**Job responsibilities**

* Ensure project activities comply with the policies and regulations of the donor organization.
* Responsible for overseeing the development and execution of project deliverables, lead project planning, budgeting, action plans and monitoring processes.
* Responsible for submitting activity reports, meeting minutes and financial reports on regular basis to the director.
* Lead and motivate the project team and monitor project activities and project expenditure and coordinate work with consultants and volunteers in the project
* Provide guidance and monitoring for project staff, ensuring clarity over project plans and priorities and encouraging effective teamwork.
* Develops best practices and tools for project execution and management.
* Defines project scope, goals, and deliverables that support business goals and strategic vision of management.
* Coordinates the development and delivery of project plans, documentation, training, presentations and budget proposals to management and staff.
* Identifies and resolves project issues and implements improvement plans to ensure project stays on schedule and within budget.
* Identifies partnerships, opportunities, and information to present to management to help achieve strategic goals of the Organization.
* Ensures close collaboration and coordination with cooperating partners to guarantee smooth implementation of activities and achievement of results as specified in grant agreements.
* Performs other duties assigned.

**Required Skills**

* Comprehensive knowledge of concepts, practices, and procedures with project management, process development and execution.
* Strong knowledge of project management software and other technologies. Strong negotiator and problem solver.
* Demonstrated project and personnel management skills.
* Ability to influence, motivates, and collaborates with others.
* Ability to adapt and resolve problems/issues to bring project to completion.
* Excellent oral and written communication skills.
* Must be able to read, write and speak fluent English.

**Disclaimer:** This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

**Educational Qualification & Experience Requirements**

* Bachelor's Degree or its International Equivalent in Knowledge/Information Services, Communications, Education, Environment, Health, Behavioral, Life/Social Sciences International Development, Human Development or Related Field.
* Master’s degree or its international equivalent preferred.
* Project Management (PM) Certification preferred.
* Typically requires 5+ years of relevant experience (including 3+ years of line management experience) with projects management principles and practices.
* Experience in multi-functional/matrix management and implementation.
* Experience in monitoring and evaluation as well as strategic planning, capacity building and team management.
* Prior work experience in a non-governmental organization (NGO) preferred.

**Language required**:

Fluency in oral and written English is required. Hausa and Kunuri would be advantage.

**Application Closing Date**

22nd May, 2023.

**Method of Application:**

Interested and qualified candidates should kindly forward their Cover letter and CV in a single **PDF format** via an e-mail to **recruitment@cowacdi.org** stating the position they are applying for as the subject of their mail.

**Additional Information**

COWACDI is an equal –opportunity employer and does not discriminate based on race, gender, religion, etc. Kindly ensure that you are able to work in this location when applying. Qualified women are strongly encouraged to apply

No application after the closing date will be considered.

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.