

***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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19th September, 2023.

**Project ASSISTANT NFI**

**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 Assistant

**Qualification:** B.Sc./HND.

**Experience:** 2 Years

**Location:** Yusufari, Yobe State

**Job Field:** Programs

**Reports to**: Project Officer NFI

**Vacancy:** 1

**Contractual Arrangement**: Internal/External

**Contract Duration:** 3 Months

**Planned Timelines: As soon as possible**

**Overall purpose of the role:**

The NFI Project Assistant is in charge of the implementation of NFI activities in Yusufari, including participation in distributions, supporting monitoring and evaluation, reporting after each distribution and compliance with relevant NFI SOPs.

• Provides administrative or technical support within NFI area

• Assist the NFI officer in ensuring quality of the planning, implementation and follow up of NFI activities

• Support distribution activities

**Sector responsibilities:** NFI item distribution, hygiene item distribution, facilitation and trainings on use and distribution management.

**Core Functions / Responsibilities**

* Provide technical assistance in the implementation of NFI program, including monitoring of distributions in the area of intervention.
* Monitor and track achievements as per the project implementation plan, wok plan and operationalized linked to project documents. Assist in monitoring work of supplies in coordination with the team.
* Verify activities are performed in accordance with the specifications in the project proposal and notify in a timely manner of any change request pertinent;
* Adhere and respect the projects work plan (project schedule) designed by NFI Program Manager. Inform of any delay or workaround required for timely completion of activities;
* Facilitate use of feedback mechanism for beneficiaries through meetings, regular focus group discussions to assess impact and quality of activities
* Contribute to contingency planning for emergency response if required
* Produce daily and weekly progress reports, provide accurate data analysis and related updates, and share with project officer without delay
* Accompany the Project Officer, Manager, donor, and/or other interested visitors to project sites, providing inputs on progress and overall context.
* Perform such other duties as required that may be assigned by the Supervisor.

**Required Competencies and Skills**

The incumbent is expected to demonstrate the following values and competencies:

* All COWACDI staff members must abide by and demonstrate these values:
* Inclusion and respect for diversity: Respect and promotes individual and cultural differences. Encourages diversity and inclusion.
* Integrity and transparency: Maintain high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
* Professionalism: Demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.
* Courage: Demonstrates willingness to take a stand on issues of importance.
* Empathy: Shows compassion for others, and makes people feel safe, respected, and fairly treated.

**Core Competencies** - Behavioural Indicators - Level 1:

* Teamwork: Develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
* Delivering results: Produces and delivers quality results in a service-oriented and timely manner. Is action oriented and committed to achieving agreed outcomes.
* Managing and sharing knowledge: Continuously seeks to learn, share knowledge and innovate.
* Accountability: Takes ownership for achieving the Organization’s priorities and assumes responsibility for own actions and delegated work.
* Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.
* Minimum 2 years of relevant work experience
* Commitment to learning and implementing organizational policies and procedures
* Good skill in MS Word, Excel, and PowerPoint
* Fluency in local language
* Excellent oral and written communication skills.
* Must be able to read, write and speak fluent English.

Other:

* Only candidates residing in the location of the duty station and within commuting distance of the duty station will be considered.
* An appointment will be subject to certification that the candidate is medically fit for appointment, confirmation of all documents, and security clearances.
* The appointment is subject to funding confirmation.

**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 Equivalent preferably in Disaster Management, Project Management, Humanitarian Refugee Studies, Statistics, Civil engineering, Social Science, Sociology, Psychology, or a related field from an accredited academic institution with two years of relevant professional experience.
* Prior work experience in a non-governmental organization (NGO) preferred.

**Language required**:

Fluency in oral and written English is required. Hausa and Native Language of the area would be an added advantage.

**Application Closing Date**

27th September, 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 and location of the position 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.