



Concern for Women and Children Development Foundation (COWACDI)
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Program Manager

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 is a dynamic and impactful NGO committed to providing humanitarian aid and support to vulnerable communities around the world. With a focus on empowering individuals and fostering sustainable development, we strive to make a positive and lasting impact on the lives of those in need.

COWACDI has zero tolerance to fraud and other related practices.

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.

About the Role:

The **Program Manager** role is critical for the successful planning, implementation, and oversight of projects within Concern for Women and Children Development Foundation (COWACDI). The Program Manager will lead and manage adherence to organizational goals and ensures that the organization's programs align with its vision, mission and set objectives. This is an exciting opportunity for a motivated individual within the organization who is passionate about program management and has a strong commitment to effective project implementation. The Program Manager will oversee project implementation, manage program teams, ensure quality control, and contribute to organizational growth through strategic program development.

We are recruiting to fill the position below:

Employment Type: Full-Time

Job Title: Program Manager

Qualification: B.Sc./M.Sc.

Experience: 5 Years

Location: Maiduguri (Roving to project locations)

Job Field: Programmes

Reports to: Country Director

Vacancy: 1

Contractual Arrangement: Internal

Contract Duration: 3 Months with possibility of extension

Planned Timelines: ASAP

Job responsibilities

- Lead the planning, implementation, and evaluation of COWACDI's projects and programs, ensuring they align with the organization's goals and donor requirements.
- Supervise and mentor project teams, fostering a collaborative and results-driven work environment.
- Oversee the budget management of projects, ensuring efficient use of resources and timely reporting to donors and stakeholders.
- Coordinate with the Monitoring and Evaluation (M&E) team to track progress, impact, and program outcomes.
- Identify opportunities for program expansion and support in proposal development and fundraising activities.
- Maintain strong relationships with donors, partners, and government stakeholders to ensure smooth implementation and sustainability of projects.
- Ensure that all programs are gender-sensitive, inclusive, and promote child protection principles.
- Ensure adherence to organizational policies and procedures, including compliance with HR and financial policies.

Required Skills and Qualification

- Bachelor's degree in a relevant field (e.g., Public Health, Development Studies, Social Sciences, or related fields). 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.
- Minimum of 5 years of experience in program management, preferably in an NGO or development sector.
- Proven track record of successfully managing large-scale projects, including budget management and team supervision.
- Strong understanding of women and children's issues in development, gender equality, and community-based programming.
- Excellent communication and interpersonal skills, with the ability to engage with diverse stakeholders.
- Strong leadership skills with the ability to mentor and support teams.
- Ability to work under pressure, prioritize tasks, and meet deadlines.
- Familiarity with donor reporting requirements and M&E frameworks is an advantage.

Additional Skills

- Building and Managing Relationships
- Good Interpersonal Skills
- Good NGO Knowledge
- Change Management Skills
- Good communication skills
- Ability to develop and deliver presentations.
- Ability to create, compose and edit written materials.

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

Language required:

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

Application Closing Date

27th September, 2024.

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.