WOMEN FARMERS ADVANCEMENT NETWORK (WOFAN)
Job Vacancies Announcement

WOFAN has commenced implementation of the ICON of Hope Project. The main objective of the two-year project is to build resilience of 30,000 smallholder male and female farmers and processors, including those affected by COVID-19 pandemic, in Kano, Jigawa and Kaduna states as well as the Federal Capital Territory (FCT) to scale up the production and processing capacities of rice and Groundnut male and female youth farmers and processors and competitively enhance rice and groundnut quality with a sustained linkages to markets.

The organization requires suitably qualified candidates to fill the following positions on the implementation team of the Project in the 4 states.

Position: Gender & Development Specialist
Location: Kano
Reporting to: Executive Director (ED)
Main Responsibilities
1. The successful candidate will be responsible for the design, direction and supervision of the gender component of the project.
2. The Officer will monitor, evaluate, collate and review monthly, quarterly and annual reports on gender compliance from all project sites on all project activities.
3. S/he will assist the PMU as the Technical Advisor on gender and development, providing linkages between all components of the project and amongst all project implementing partners across the three states and FCT.
4. The Specialist will lead gender advocacy activities at state and FCT levels to ensure critical stakeholders and influencing key-in to project objectives and actively support implementation.

Knowledge and Experience
• This position requires minimum of a master’s degree in Agriculture, Sciences or Social Sciences and a minimum of 10 years experience in project management, including community mobilization, participatory planning and rural/community development; previous similar experience with International NGO will be an asset.
• A post graduate degree or diploma in Gender Studies is required.
• Successful candidate will demonstrate excellent communication and facilitation skills, both verbally and in writing as well as effective coordination skills.
• This position requires fluency in English and Hausa. It also requires a high computer literacy with a full knowledge of Office applications.

Position: ICON Project Manager
Location: Abuja
Reporting to: Executive Director
Main Responsibilities
1. The ICON Manager will be responsible for the day to day running and reporting of project activities, with responsibility for the co-ordination, implementation and management of the project in the three target states and FCT to ensure that project activities in accordance with WOFAN’s standards and world best practices.
2. S/he will collate, collect and share information/documents as well as prepare and submit monthly, quarterly and annual reports on the project, trainings, and business development activities to the Executive Director.

Knowledge and Experience
• This position requires minimum of a Bachelor’s Degree in Agriculture, Sciences, Humanities or Social Sciences and a minimum of 5 years experience in project management, including community mobilization, participatory planning and rural/community development; previous similar experience with International NGO will be an asset.
• A post graduate degree or diploma in development studies will be an added advantage.
• Successful candidate will demonstrate excellent communication and facilitation skills, both verbally and in writing as well as effective coordination skills.
• This position requires fluency in English and Hausa. This post requires a high computer literacy with a full knowledge of Office applications.

Position: Training & Credit Officer
Location: Kano
Reporting to: Executive Director
Main Responsibilities
1. The Officer will be responsible for supervising and preparing reports on all administrative, logistic, training and field activities relating to the Project in all the three states and FCT and ensure efficient and effective way in accordance with WOFAN’s standards and world best practices.
2. S/he will prepare, keep and share information as well as data (including photographs and videos) of all training and field activities and submit all reports to the ICON Manager immediately after such activities.

Knowledge and Experience
• This position requires minimum of a Bachelor’s Degree in Social Sciences or Adult Education and a minimum of 3 years experience in project management, including community mobilization, participatory planning and rural/community development; previous similar experience with International NGO will be an asset.
• A post graduate degree or diploma in management will be an added advantage.
• Successful candidate will demonstrate excellent communication and facilitation skills, both verbally and in writing as well as effective coordination skills.
• This position requires fluency in English and Hausa. It also requires a high computer literacy with a full knowledge of Office applications.

Position: Training & Credit Officer
Location: Kaduna
Reporting to: Executive Director
Main Responsibilities
1. The Officer will be responsible for supervising and preparing reports on all administrative, logistic, training and field activities relating to the Project in all the three states and FCT and ensure efficient and effective way in accordance with WOFAN’s standards and world best practices.
2. S/he will prepare, keep and share information as well as data (including photographs and videos) of all training and field activities and submit all reports to the ICON Manager immediately after such activities.

Knowledge and Experience
• This position requires minimum of a Bachelor’s Degree in Social Sciences or Adult Education and a minimum of 3 years experience in project management, including community mobilization, participatory planning and rural/community development; previous similar experience with International NGO will be an asset.
• A post graduate degree or diploma in management will be an added advantage.
• Successful candidate will demonstrate excellent communication and facilitation skills, both verbally and in writing as well as effective coordination skills.
• This position requires fluency in English and Hausa. It also requires a high computer literacy with a full knowledge of Office applications.

Position: Training & Credit Officer
Location: Abuja
Reporting to: Executive Director
Main Responsibilities
1. The Officer will be responsible for supervising and preparing reports on all administrative, logistic, training and field activities relating to the Project in all the three states and FCT and ensure efficient and effective way in accordance with WOFAN’s standards and world best practices.
2. S/he will prepare, keep and share information as well as data (including photographs and videos) of all training and field activities and submit all reports to the ICON Manager immediately after such activities.

Knowledge and Experience
• This position requires minimum of a Bachelor’s Degree in Social Sciences or Adult Education and a minimum of 3 years experience in project management, including community mobilization, participatory planning and rural/community development; previous similar experience with International NGO will be an asset.
• A post graduate degree or diploma in management will be an added advantage.
• Successful candidate will demonstrate excellent communication and facilitation skills, both verbally and in writing as well as effective coordination skills.
• This position requires fluency in English and Hausa. It also requires a high computer literacy with a full knowledge of Office applications.

How to apply: Qualified candidates are to submit signed copies of their application letters and copies of their CV to info@wofan.org.nigeria. The position and state applied for as subject by COB not later than 6:00pm on Thursday, 8th October, 2020.