



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 serve on 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 influencers 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 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: 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 target states and FCT in an 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 video) 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 computer literacy with a good knowledge of Office applications.

Position: M&E & Linkages Specialist

Location: Kano

Reporting to: Executive Director/ICON Manager

Main Responsibilities

1. The M&E Specialist will be responsible for designing and implementing the monitoring and evaluation activities of the Project
2. The Officer will also design and supervise activities to promote linkages between project beneficiaries and markets and financial service providers
3. S/he will assist the ICON Manager in preparing monthly, quarterly, and annual reports on project progress
4. The Specialist will prepare and maintain project database and track progress indicators
5. S/he will also perform any other duties that may be assigned from time to time by the ED or WOFAN Board.

Knowledge and Experience

- The position requires minimum of a Bachelor's Degree in social sciences/ project cycle management and a minimum of 3 years' sound and practicable experience in a related donor funded project and well equipped with monitoring and evaluation tools that is ICT-driven is desired.
- A post graduate diploma of degree 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. This post requires a high computer literacy with a full knowledge of Office applications.

Position: Behavior Change Communication (BCC), ICT & Youth Advisor

Location: Abuja

Reporting to: Executive Director/ICON Manager

Main Responsibilities

1. The BCC, ICT & Youth Advisor will be responsible for designing the BCC, ICT and Youth components of the Project while also advising the PMU on the implementation of the three components
2. The Advisor will also design and supervise activities to promote linkages between the three components across the states and FCT
3. S/he will monitor the project activities on a regular basis, developing and maintaining the MIS of the Project, using the Hydro-Agro Application and Growth Monitoring Wheel accordingly

Knowledge and Experience

- The position requires minimum of a bachelor's degree in social sciences or Humanities and a minimum of 3 years' experience in related project as well as knowledge management on nutrition, livelihood and welfare

analysis of beneficiaries with special focus on youths empowerment enhancement

- A post graduate degree gender and development 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. This post requires a high computer literacy with a full knowledge of Office applications.

Position: Account & Logistics Officer

Location: Kaduna state

Reporting to: Executive Director

Main Responsibilities

1. The Account and Logistics Officer will perform general ledger accounting functions as needed and/or assigned (e.g. general ledger, purchasing, etc.) for the purpose of ensuring that accounting functions are completed in an accurate and timely manner during short times of need
2. S/he will advise other staff on procedural requirements for the purpose of facilitating financial compliance within established practices
3. The Officer will maintain a wide variety of financial information, files, and records for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines
4. The successful candidate will also establish a detailed procurement programme plan to determine appropriate specifications of required items, according to established guidelines and procedures and world best practices

Knowledge and Experience

- The position requires minimum of a bachelor's degree in Accounting and a minimum of 2 years experience in a similar position; previous similar experience with International NGO will be an asset.
- A post graduate degree or professional qualification in accounting will be an added advantage.
- Excellent knowledge of Microsoft Excel and Accounting software like Tally ERP or QuickBooks is required.

Position: State Team Lead (4 Positions)

Location: Kano, Jigawa, Kaduna and FCT

Reporting to: ICON Manager

Main Responsibilities

1. The Team Lead will be responsible for management and supervising all project activities at state level.
2. S/he will be responsible for preparing reports on all administrative, logistic, training and field activities relating to the Project in his/her state in an efficient and effective way in accordance with WOFAN's standards and world best practices.
3. S/he will participate in all field trainings and supervise the step down of such trainings to beneficiaries of the project across the communities in his/her state.

Knowledge and Experience

- This position requires minimum of a bachelor's degree in Agriculture, Social Sciences or Humanities 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 computer literacy with a good 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-ng.org and copy teamwofan@gmail.com using the position and state applied for as subject by COB not later than 6.00pm on Thursday, 8th October, 2020.

Signed
Executive Director