



WE ARE HIRING!

Position: Programmes Assistant, Alliances for Africa (AfA)

Job Type: Full Time with an initial 3 months' probation

Qualification: Degree in social sciences, gender studies, law, development, humanities or a related field

Location: Owerri, Imo State, Nigeria (with opportunities to travel)

Job Field: NGO/Non-Profit

Purpose of Position:

The Programmes Assistant supports the effective planning, implementation, monitoring and documentation of AfA's projects across its thematic areas. The role provides programme, administrative and basic communications support to ensure activities are well-organised, properly documented, compliant with donor and organisational requirements, and aligned with AfA's feminist, human rights and gender justice mandate. The Programmes Assistant reports to the Grants and Programmes Coordinator (and/or designated Programme Officer).

Specific Job Responsibilities:

1. Programme Implementation and Logistics

- Support the implementation of programme activities (trainings, workshops, community dialogues, advocacy events) under the guidance of programme staff.
- Assist in developing simple activity plans and checklists and coordinate logistical needs with the Finance and Admin Officer and Support and Services Assistant.
- Provide on-site support during activities, including registration, coordination with facilitators and participants, distribution of materials and basic troubleshooting.
- Help ensure activities are delivered in line with AfA's feminist values, safeguarding standards and donor requirements.

2. Documentation, Research and Writing

- Research and collate information on AfA's thematic areas and contribute to drafting briefs, background notes, meeting summaries and simple technical inputs from a programme perspective.
- Support documentation of case studies, success stories and lessons learned, working with programme and communications colleagues.
- Contribute to activity reports and sections of periodic reports (quarterly, annual, donor reports) by providing timely, accurate information and first-draft narratives.

3. Fundraising and Grants

- Support fundraising tasks, including collecting programme data, drafting concept notes and proposals, and formatting supporting documents.
- Help maintain simple tracking tools or calendars for fundraising and grant-related deadlines (e.g. submissions, reports, renewals) and remind relevant staff of upcoming actions.

- Assist in keeping grant and project files (electronic and hard copy) complete and organised (proposals, contracts, reports, key correspondence).
- Contribute to and implement donor and fundraising strategy.

4. Monitoring, Evaluation and Data Management

- Assist with data collection for monitoring and evaluation.
- Enter and clean programme data in agreed templates or systems and support analysis.
- Help maintain up-to-date participant lists, contact databases and other programme-related records.

5. Information Sharing, Meetings and Internal Coordination

- Assist with preparing and circulating meeting invitations, agendas and background documents.
- Take accurate notes or minutes at internal and external meetings and ensure timely preparation and circulation of minutes and action points.
- Support information sharing through mailing lists, WhatsApp groups and other channels, ensuring the right information reaches the right stakeholders.

6. Communications and Visibility Support

- Provide simple content inputs for AfA's communications (short updates, photos, quotes, brief event summaries), in coordination with the Communications and Storytelling Assistant.
- Ensure that consent and safeguarding considerations are respected when collecting stories, photos and other content.

7. Other Duties

- Perform any other programme-related duties as assigned by the Grants and Programmes Coordinator or Director of Programmes.

Required Qualifications:

Qualifications and Experience

- Degree-level education in social sciences, gender studies, law, development, humanities or a related field.
- At least 1–3 years' experience in programmes or social service delivery, ideally within NGOs or women's rights/feminist spaces.
- Demonstrable experience supporting the delivery of programmes, advocacy at local and/or national level and/or working with communities.

Skills and Competencies

- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint) and basic familiarity with email and social media tools.
- Willingness to learn the programme management tool ASANA.
- Good understanding of and use of social media and comfortable with online engagement.
- Self-motivation and ability to work effectively both independently and with minimal supervision.
- Excellent interpersonal and teamwork skills, with the ability to work respectfully with diverse groups.
- Good written and verbal communication skills, with strong attention to detail.
- Good organisational skills and the ability to classify, manage and retrieve information from different sources.
- Knowledge of and interest in human rights, gender equality and development issues.
- Willingness to travel, sometimes at short notice.

- Commitment to AfA's feminist values, women's rights and social justice, and willingness to learn new or innovative ways of working.

How to apply: Interested candidates are requested to apply by submitting in **PDF** format:

- A maximum 2-page cover letter indicating their interest, motivation for applying with verifiable address
- Attach a maximum 3-page CV
- Attach relevant documents supporting your academic and/or professional experience
- 2 work related referees.

Application Closing Date:

Kindly send your application with the heading – ***Application for Programmes Assistant*** to careers@alliancesforafrica.org not later than March 24th, 2026