



## **WE ARE HIRING A PROGRAMME OFFICER**

**JOB TITLE:** Programme Officer (Gender and Diversity)

**LOCATION:** Lagos, Nigeria

**REPORTING TO:** Director, Human Rights and Advocacy

**WORKING CLOSELY WITH:** Director, Sexual Health and Wellbeing

**SECONDARY SUPERVISOR:** Executive Director

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*(Additional duties may be assigned)*

- Working closely with the director of human rights and advocacy to execute human rights programming.
- Preparing proposals, reports, briefings and other such publications for gender and human rights programming.
- Liaising with internal and external teams to plan, execute and monitor advocacy projects.
- Carrying out qualitative and quantitative research for gender and human rights programmes.
- Providing advisory on gender minority and human rights issues.
- Identifying advocacy opportunities and priorities, and executing strategy.

- Facilitating trainings and other capacity building activities.
- Monitoring key developments in relation to human rights violations experienced by gender minority persons.
- Acting as an advocate for, and representing the needs of gender minority groups.
- Preparing and distributing gender specific materials.
- Researching cases and violations against gender minority persons.
- Performing any other duties that may be assigned by direct supervisors.

## **QUALIFICATIONS**

The candidate is required to possess:

- A degree in Gender Studies, International Relations / Studies, Political Science, Sociology or other relevant Social Sciences.
- At least three years' relevant work experience in the NGO space.
- Experience with quantitative and qualitative research.
- Experience facilitating trainings and Project Management Skills.
- Excellent Oral and Written Communication Skills.
- Discretion and ability to handle confidential issues.
- Ability to work collaboratively and respectfully with others in a diverse team, across organizational boundaries and multiple locations, and with team members at all levels.
- Confidence and enthusiasm when communicating with both external partners and the internal project teams in formal and informal presentations
- A passion for social change with interest in the field of gender equality, human rights, SOGIESC, social justice, and civic engagement.
- Exceptional professionalism, follow-through and people skills.
- Personal qualities of humility, capacity for self-reflection, and/or a sense of humor is a plus.
- Availability to travel within and outside Nigeria.

## **COMPENSATION**

The salary for this role is N250,000 monthly before taxes. This is a full-time position for employment. We are seeking exceptional applicants and offer excellent employer-paid benefits and working perks.

## **METHOD OF APPLICATION**

Interested and qualified candidates should send their cover letter and CV's to [jobs@initiative4equality.org](mailto:jobs@initiative4equality.org)

Email subject should read: **PROGRAMME OFFICER (GENDER AND DIVERSITY).**

**APPLICATION CLOSING DATE:** Application for this role closes at Midnight, Friday 5th July, 2019.

**Only shortlisted candidates will be contacted by Friday, 12th July, 2019.**

TIERs believes that diverse teams are strong teams. We are an equal opportunity employer committed to workforce diversity, composed of teams with a mix of genders, ages, education, and multiple tribes, faiths, and socio-economic backgrounds. We encourage candidates of all genders, ages, abilities, orientations, ethnicity, and origins to apply.

However, applications from women, non-binary persons, persons with disabilities and sexual minority persons will be given priority.