



VACANCY ANNOUNCEMENT

Program Officer

[11.09.2023]

About WACSO F

The West African Civil Society Forum (WACSO F) is a platform for the aggregation of civil society aspirations, interests, and interventions across the 15 states of West Africa. It was founded in 2003 with the sole purpose of channeling civil society agency towards complimenting the regional integration and development agenda of the ECOWAS 'System' Institutions. WACSO F has its Secretariat in Abuja, Nigeria and National Platforms in all the countries of the West African region, while members/ participants are formal civil society organizations across the region. WACSO F has passed through different stages of development in its institutional evolution and programmatic experiences and is currently in the process of defining a new outlook that envisages a future of increased impact and results. As part of that process the organization seeks the services of competent staff members and service providers to assist in elaborating and entrenching this new vision.

WACSO F is now accepting applications for Program Officer starting in October 2023 to support the WACSO F Secretariat team. The Position shall be based at the WACSO F Regional Secretariat in Abuja, Nigeria.

About the Position

The Program Officer will support the forum's program planning implementation as well as monitoring and evaluation function by ensuring that all program activities are implemented efficiently, timely, in line with the values of the organization and the expectations of key stakeholders. Functions of the program officer will involve contributing to the management of the WACSO F's programs, projects and activities including conceptualization, planning, and implementation and reporting, including monitoring and evaluation to achieve desired impact. The Program Officer's duties shall cut across the following areas:

- Program conceptualization, fundraising, implementation and report development
- Research and production of analytical resource materials related to WACSO F's mandate
- Advocacy campaigning and awareness creation on various themes and issues
- Monitoring and evaluation of project activities

Specific duties of the program officer include

- Provide critical in the design of innovative program interventions consistent with the WACSO F's program objectives and budgets
- Lead in the implementation of project activities in accordance with grant requirements and work plans
- Participate in the development of annual work plans, program initiatives, and budget, including coordination and operationalization of project result framework
- Conduct research on matters relevant to program activities
- Manage relationship between WACSO F and its Members including operation of its Membership Portal

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| <https://www.wacsofoscao.org> |



- Draft regular updates on WACSOFFs activities and programs for members and partners, including updates to be posted on WACSOFF's website and social media
- Participate in the development of project implementation plans, training and meeting agendas, and other standard operational procedures for WACSOFF activities
- Participate in meetings with the members, partners, and other stakeholders
- Prepare material for advocacy, training, conferences, and other events
- Mobilize program participants, the media, and other stakeholders for events and program
- Assist in the preparation of WACSOFF publications, advocacy materials, activity reports, annual reports, funding proposals, and training materials
- Prepare timely submission of project activities reports in accordance with project requirements
- Work with other program personnel to monitor and evaluate the performance of the organization's program activities; identify successes and failures and offer recommendations on relevant program adjustments
- Perform any other duties assigned by the immediate supervisor

Qualifications

- Bachelor's Degree in Arts, Social Sciences and humanities with a minimum of second-class honors (lower division) from a reputable and recognized university (A relevant Masters Degree is an added advantage)
- At least 3-4 years of experience working with relevant experience in the civil Society sector
- Experience in coordinating project activities and monitoring and evaluation
- Knowledge and interest in the mandate and activities of WACSOFF (familiarity with civil society coordination and collaboration models and mechanisms is an added advantage)
- Strong organizational abilities and time management skills
- Excellent research and writing skills and experience in writing reports and project proposals
- Excellent written and oral communication skills; fluency in English and/ or French and Portuguese is essential (bilingual ability is highly desirable)
- Strong computer skill in MS Office is required; knowledge of basic information and communication technologies like Zoom, GlueUp, social media, etc. is also desirable

Terms and Conditions of Internship

This internship will be managed in accordance with the following terms and conditions:

- The Intern must be a citizen of a West African country and lawfully resident in Abuja, Nigeria
- The intern must abide by the WACSOFF workplace rules and regulations
- The Intern will work under the close supervision of the WACSOFF General Secretary
- The intern will report for work five days every week from 9:00 am – 5:00 pm
- The intern will not be financially remunerated, but will be provided with a monthly stipend to assist with transportation and other living costs.
- The internship is position is for a period of 3 Months (renewable based on need and results)

Method of Application

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Application should be addressed sent to careers@wacsofoscao.org, and addressed to:

**The General Secretary
West African Civil Society Forum (WACSO F)
#8 Jaba Close (Opposite FCDA Main Gate)
Area 11,
Abuja-Nigeria**

Your application package shall include a Motivation Letter and a Resume detailing your qualification and competencies, including details of your previous job experience in relation to the vacancy. Please note that the title of your email should have the position for which you are applying boldly written in capital letters.

Application Closing Date

Application Deadline: on or before 24:00 (Midnight) GMT, 6th October 2023

Only candidates whose application is being considered shall be contacted!