



FOR IMMEDIATE HIRING.

PROJECT OFFICER

GENERAL RESPONSIBILITY

Provides overall assistance to the SFI NCR Programs and Operations Manager /OIC in Project planning, implementation, monitoring and evaluation.

SPECIFIC TASKS AND RESPONSIBILITIES:

- Develops and prepares programs of activities, documentation and materials needed for facilitating trainings/workshops and other project activities.
- Takes on documentation, administration, and coordination work in relation SFI NCR projects and operations.
- Prepares/assists in preparation of reports in a timely manner, in accordance with the approved reporting formats.
- Strategizes, plans, and prepares budgets for activities and trainings.
- Develops/enhances current system of maintaining project documents.
- Performs other tasks and functions as assigned by the SFI NCR Programs and Operations Manager/ OIC and/or the Executive Director.
- Observes all organizational policies and procedures and always abide by our Child Protection Policy.

QUALIFICATION AND EXPERIENCE REQUIREMENTS:

- A graduate of Social Sciences, preferably Social Work, Psychology, Community Development, Political Science, Sociology, Development Studies/Communication
- Has at least 2 years of experience in social development work in a child-focused NGO setting.
- Able to supervise oneself and deliver outputs without direct supervision.

COMPETENCIES:

- Has passion and commitment to development and child rights.
- Excellent people skills and organizational skills
- Is self-motivated, responsible, honest, trustworthy, creative and a team-player.
- Is open for constructive criticisms, is flexible and can adapt to change.



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