



**Integrating Sexual and Reproductive Information and Resources for Sustained Efforts to empower Nigerian Girls (Project INSPIRE).**

**Terms of Reference- Programme Assistant.**

**Introduction:**

**Youth Network for Community and Sustainable Development (YNCSD)**

The Youth Network for Community & Sustainable Development is a youth-led movement catalyzing social change by engaging young people on critical sexual and reproductive issues affecting them and amplifying their voices to speak for Human Rights, through targeted advocacy to key players, capacity building and development, communications and media engagements, partnerships and programme implementation. We also work on a broad range of issues such as Gender, Governance and Environment, however, our priority over the years have been on Sexual and Reproductive Health & Rights.

Since inception, YNCSD have been catalyzing efforts of young people towards ending Female Genital Mutilation/Cutting (FGM/C) and gender based violence, through effective programming that transforms social norms underpinning these practices as well as promoting reproductive health and Rights for women and girls. Part of our activities is to ensure that every pregnancy is wanted and women and girls have access to reproductive health services, and given the opportunity to exercise full agency over their bodies. We pride ourselves to be a leading youth-led organization delivering quality programmes and interventions for our donors and partners based in Nigeria and globally

**Main Purpose of the Job**

YNCSD is seeking to hire a Programme Assistant who will provide administrative and logistical support for Project INSPIRE. She/he will provide initiatives, and programs within an NGO environment. Assists assigned managers and team members by maintaining calendars,

receiving and composing communications as correspondence, and replies to inquiries. She/he will handles preparations, scheduling, logistics, and other various requirements for domestic and international travel. Drafts contracts, budgets, and donor reports with direction from manager. Processes financial documents including contracts, expense reports, invoices, etc. Writes routine reports and correspondence, and assists with the development of project/program materials. Organizes meetings and events. She/he will work with and maintain data management and filing for projects/program. Serves as an administrator of work product with other programs/departments, i.e. finance, program development, public information, etc. Liaises and communicates with project consultants and field officers, providing logistical and administrative support, as directed. Conducts research and provides support to one or more staff members in regards to project and programmatic efforts. May supervise volunteers. Performs other related duties as required.

## **Tasks and Responsibilities**

### **Building relationships with strategic partners for policy and programme (15% of time)**

- Identify and build relationships with development agencies, policy, an local CBO's that are critical to TSON II delivering its objectives and programme
- Establish and maintain relationships with key contacts in strategic partner organizations
- Represent TSON II at relevant networks, workshops, seminars and policy events
- Develop ideas and projects for formal collaboration with targeted development agencies, policy, and research organisations.

### **Securing project funding from institutional funders (40% of time)**

- Identify and track emerging opportunities through the fund raising strategy and action plan
- Contribute to design and development of project proposals
- Draft technical and financial proposals to secure funding
- Manage associate consultant contributions to proposal development

### **Contract management and reporting (15% of time)**

- Manage contracts with institutional funders
- Support the development of state level programming, including servicing and supporting contracts
- Manage and coordinate scheduled reporting to meet institutional donor

reporting requirements

- Work with the Finance and Admin staff to ensure financial information is up to date, variances are identified and recommendations for action made

#### **Learning, sustainability and impact (15% of time)**

- Coordinate lesson learning from monitoring and evaluation of the TSON II programme portfolio and support sharing of best practice and policy insights
- Develop and manage specifically commissioned and funded monitoring and evaluation initiatives both qualitative and quantitative
- Coordinate overall programme portfolio to ensure key performance indicators are met and programme impact is in line with strategy

#### **Supporting information and communications needs (5% of time)**

- Work closely with communications team to share information about programme portfolio, pipeline, specific projects and programme impact
- Support sharing of information between Abuja based Team and field offices

#### **Programme policy development (10% of time)**

- Contribute to strategic planning within the Programme Team, including annual and medium term planning and monitoring
- Detailed specifications for each individual assignment will be given to the selected Programme Officer as and when the Officer's services are requested.

#### **Qualification and Expertise**

The successful entity is required to meet the following criteria:

**E=Essential**

**D = Desirable Experience**

- Developing budgets and grant monitoring system
- Experience of working in an NGO (national or international)
- Facilitation of organizational learning

**D**

#### **Qualifications**

- Degree level in development or related subject, High school with 3 years' experience can be accepted

**E**

### **Knowledge/Skills**

- Good IT skills and report writing E
- Demonstrable understanding of issues related to international development and Sexual and Reproductive Health and Rights E
- Knowledge of SRHR and adolescent health D

### **Personal Qualities**

- Capacity to conceptualize programme interventions E
- Comfortable planning and delivering multiple activities under pressure to strict deadlines and high levels of precision E
- Able to communicate complex issues in a concise, accessible and engaging way E
- Able to work as part of a team in a co-operative and supportive way.

This application is open for all individuals and shall be based at the

Abuja Office

Individuals should provide the following:

- CV;
- Motivation letter;
- References list;

Please send application to Ojimadu Olachi via email at [ojimadupeaceola@gmail.com](mailto:ojimadupeaceola@gmail.com) no later than **10<sup>th</sup> August, 2019**

