



## **JOB DESCRIPTION**

### **Program Assistant**

**Reports to: Senior Programme Officer**

**Location: Abuja NCO**

#### **Background**

Under the direct supervision of the Senior Programme Officer based at the country office in Abuja, the Project Assistants will perform tasks such as coordinating and supporting the implementation of all TLMN projects at NCO, State and community levels. The Project Assistants will be based in Abuja and will work closely with Government staff, community groups and DPOs including PIACs, CMCs, JONAPWD, IDEA, in planning and implementation of project activities according to TLMN project cycle management framework.

#### **Duties and Responsibilities:**

##### **Implementation and Monitoring of Project activities and reporting**

- The field officer ensures effective planning, implementation, monitoring and follow-up of the TLM-Nigeria programs in the state.
- Under the supervision of the Senior Programme Officer, the Programme Assistant maintains a comprehensive understanding of the health and development needs in his/her State of Responsibility (SOR) through ensuring continuous collection, analysis and synthesis of relevant information.
- Participates in assessments, analysis, reviews and evaluation of health and development issues to make relevant proposals that are based on TLM-Nigeria priorities and Country Strategy.
- Facilitate joint planning and review meetings with the participating Beneficiaries.
- Maintain appropriate data on project implementation as per the project monitoring and evaluation plan.
- Compile and submit quarterly activity report and any other report as may be required by the Senior Programme Officer.

##### **Mobilize Community towards project activities.**

- Create awareness creation on project goal, objectives and expected outputs.
- Facilitate development of community structures for managing the implementation of project activities.
- Facilitate recruitment and training of Community Based Resource Persons and Beneficiaries.
- Provide continuous re-orientation and training to Community Based Resource Persons and Beneficiaries on topical areas relevant to programme implementation and team building.

##### **Training of project Participants**

- Facilitate identification and sensitization and training of participant Beneficiaries on areas relevant to the project.
- Ensure appropriate logistical support during trainings (Venues, transportation, training materials, etc)
- Ensure COVID 19 protocols are observed by participants and trainers during trainings and meetings

### Management of Project Resources

- Responsible for safety of all TLM-Nigeria resources in the State
- Ensure effective use and maintenance of TLM-Nigeria resources in the State

### Networking and inter-agency relationships

- Builds and maintains positive working relationships/networks with relevant State/Local Government authorities and community groups to ensure effective programme implementation of TLM-Nigeria programmes in the State.
- Follows up on all work-related messages and correspondence with the relevant State Ministries, Departments and Agencies. Keeping the Senior Programme Officer in the loop of all correspondences and any other contacts.
- Represents the TLM-Nigeria in an appropriate way during activities, in meetings and in the field, and avoids any activity that may reflect negatively on the TLM-Nigeria's image.

### PERSON SPECIFICATION

Attributes	Essential	Desirable
Qualification	- First degree in Social Science, Social works, Political Science and any other relevant field.	Certification in Project Management (Professional)
Experience	- A minimum of 2 years of professional experience in project development and management or, management and oversight or related field in an international and/or in a developing country is required. - Relevant experience in program/project financial monitoring and evaluation in an organization is a distinct asset. - Experience in the usage of office software MS packages and advanced knowledge of spreadsheet and database packages.	Experience in handling of web based project management systems.
Skill	- Excellent written and oral communication skills. - Ability to use a computer (Microsoft office suit application) - Ability to communicate well and good interpersonal relation with people. - Sound judgement to assess issues and take right decisions. - Good team player - Drive for Result. - Analytical. - Deciding and Initiating Action. - Planning and Organizing. - Following Instructions and Procedures. - Applying technical expertise.	

Personality	<ul style="list-style-type: none"> <li>- Committed Christian with good Christian testimony.</li> <li>- Ability to take initiative.</li> <li>- Ability to work unsupervised.</li> <li>- Honest and dedicated.</li> <li>- Ability to manage people under him very well.</li> <li>- Problem solver</li> </ul>	Ability to adapt
Circumstances	<ul style="list-style-type: none"> <li>- Willingness to work for extended hours.</li> <li>- Willingness to travel extensively.</li> <li>- Applicants should specify the states they would want to work in and each applicant must be resident in that particular state.</li> </ul>	- Willingness and Flexibility in unpredictable circumstances.