



**Job title:** Programme Officer – Thematic Lead (Dermatology)  
**Location:** Nigeria Coordination Office (NCO), Abuja.  
**Responsible to:** Head of Programs  
**Department:** Programmes

**Summary:**

The Programme Officer will be responsible for leading a project focused on helping people affected by leprosy, skin diseases, and conditions, have access to prompt patient-centred diagnosis, treatment, referral, and care. This role involves planning, implementing, and evaluating activities aimed at improving awareness, prevention, treatment, and support for individuals affected by skin diseases, particularly leprosy. The Programme Officer will collaborate with internal teams, external partners, and stakeholders to ensure the project's success and impact.

**Responsibilities:**

1. Project Planning and Development: Develop comprehensive project plans, including goals, objectives, timelines, and budgets, aligned with the organization's mission and objectives. Ensure alignment with the organization's mission and goals.
2. Implementation: Oversee the day-to-day implementation of project activities, ensuring adherence to timelines, budgetary constraints, and quality standards. Monitor progress and quality, and address any issues that may arise.
3. Monitoring and Evaluation: Establish monitoring and evaluation frameworks to track project progress, collect data, and measure outcomes and impacts. Analyze data to inform decision-making and improve project effectiveness. Identify areas for improvement, and report on outcomes to internal and external stakeholders
4. Capacity Building: Provide training and capacity-building support to project staff, volunteers, and relevant stakeholders to enhance their knowledge and skills in skin and leprosy management. Promote the understanding and implementation of inclusive practices within the organization.
5. Partnership Development: Cultivate and maintain partnerships with government agencies, healthcare institutions, community-based organizations, and other relevant stakeholders to leverage resources, expertise, and support for project activities.
6. Community Engagement: Engage with communities affected by skin diseases, particularly leprosy, to raise awareness, reduce stigma, and promote early detection and treatment-seeking behavior.

7. **Advocacy:** Advocate for policies and practices that promote equitable access to healthcare services and social inclusion for individuals affected by skin diseases, with a focus on leprosy.
8. **Reporting:** Prepare timely and accurate reports on project progress, achievements, challenges, and lessons learned for internal and external stakeholders, including donors and funders. Maintain accurate and up-to-date records of program activities
9. **Budget Management:** Manage project budgets effectively, ensuring proper allocation and utilization of funds by donor requirements and organizational policies. Collaborate with the finance team to manage the budget allocated

### **Qualifications:**

- Bachelor's or Master's degree in public health, social sciences, international development, or a related field.
- At least 5 years of relevant experience in project management, preferably in the field of public health or community development.
- Strong understanding of skin diseases, particularly leprosy, and their impact on individuals, families, and communities.
- Proven experience in designing, implementing, and evaluating health-related projects, including monitoring and evaluation.
- Excellent communication, interpersonal, and negotiation skills, with the ability to work effectively with diverse stakeholders.
- Demonstrated ability to think strategically, solve problems, and make sound decisions in complex situations.
- Fluency in Hausa is an added advantage (written and spoken)

### **Personality**

- Committed Christian with good testimonies.
- Honest and dedicated
- Demonstrates the ability to use own initiatives.
- Ability to lead and manage team members as thematic Lead
- Perfect finisher.
- Problem solver.

### **How to Apply:**

Interested and qualified candidates should submit their “Cover Letter and CV in a single file, saved with your name and job title” in Word format to:  
tlmnigeria@recruitment@gmail.com