

# Vacancy Advert

The Foundation for Partnership Initiatives in the Niger Delta (PIND – [www.pindfoundation.org](http://www.pindfoundation.org)) is a development foundation established by Chevron to provide support for socio-economic development and peace building programs in the Niger Delta. The Foundation funds programs in partnership with other donors from the public and private sector, seeking to create dynamic, multi-stakeholder partnerships that take full advantage of the synergies of involving diverse organizations and interests.

The Foundation is seeking for qualified candidates to fill the vacancies below;

**Job Title:** Planning, Monitoring and Evaluation Coordinator

**Location:** Port-Harcourt, Nigeria

The Planning Monitoring & Evaluation Coordinator will provide performance information of the various interventions / projects of the foundation. S/he will also contribute to the development and refinement of the impact assessment methodology on an on-going basis. The position holder will be required to develop the monitoring and evaluation plan in which each indicator will be clearly defined with description of data collection and analysis methods, timing and responsibilities.

## ***Responsibilities:***

- Ensure projects have clear, concise and measurable output and outcome indicators, leading to demonstrable impacts
- Implement monitoring and evaluation systems for high-level impact indicators, at the goal level, outcome level and output level
- Assist intervention managers/coordinators in designing the results chain for interventions, defining and incorporating mechanisms to measure key indicators of change which reflect program's outcomes, leading to desired impact.
- Determine the information needs of project management, implementing partners, intervention managers, primary stakeholders and funding partners.
- Support and ensure data demand and information use (DDIU) of PM&E reports to inform intervention focus and strategies.
- Review existing data for the project interventions in order to build this into baseline data for impact evaluation while identifying knowledge gaps that need to be filled
- Design data collection/ performance tools for baseline studies and on-going monitoring and evaluation
- Consult and reach consensus on how to record, report and analyze progress against the organization's annual work Plan and budget and design the format of such progress reports.
- Collect, compile and analyze reports of implementing partners to prepare consolidated progress reports for project management to submit to the board of the organization, appropriate partners and other cooperating institutions.
- Contribute to identifying the teams of desk-based and field-based consultant/ researchers, partners and networks engaged to carry out tasks as part of the PM&E processes.

## ***Educational Requirement***

A University degree. A post-graduate degree will be an added advantage

## ***Knowledge, skills & experience***

- Minimum of five years' experience in M&E systems design, performance measurement, indicator selection, quantitative and qualitative data collection and analysis, and database management required

- Knowledge of field-based assessment approaches
- Experience in qualitative and quantitative methodologies and in gathering and analyzing social and economic data
- Experience in participatory approaches working with multi-stakeholder groups including intervention beneficiaries, BMOs government agencies, and civil society in understanding and addressing complex projects/developments
- Cross – cultural sensitivity and understanding of the political and ethical issues related to the Niger Delta
- Willing to travel extensively in Niger Delta and other locations per work needs

**Job Title:** Capacity Building Coordinator, Peace Building Program

**Location:** Port-Harcourt, Nigeria

The Capacity Building Coordinator will be primarily responsible for supporting the Peacebuilding Program by leading key capacity building initiatives, ensuring that conflict sensitive practices, lessons learned, and best practices are mainstreamed across the Partners for Peace Network and other identified stakeholders, and coordinating Monitoring & Evaluation collection efforts.

***Responsibilities:***

- Co-design and develop peacebuilding training programs for the Partners for Peace (P4P) Network and other relevant stakeholders based on assessments and analysis undertaken by the Peace Building program unit and/or when key training gaps or insights are identified.
- Work with other Peace Building program staff in the creation of work plans and the identification of opportunities for training and conflict mitigation based on assessments and analysis of planned activities.
- Refine (in Coordination with the Research Coordinator) and conduct a training of trainers on conflict early warning, assessment, management, and resolution, and other related topics for P4P Network members.
- Provide oversight, technical assistance and mentoring to key partners to become more effective in their own capacity development, enabling a more efficient delivery of conflict mitigation and peacebuilding initiatives
- Support the implementation of the comprehensive response programming with bias on prepositioning of capacity and assets, agility and quality of delivery by using a menu of tools and follow-up activities appropriate for the States, LGAs and CSO partners
- Consistently conduct assessments, methods, materials, and measurement across identified relevant content areas to enhance effectiveness and best practices of partners’ peacebuilding and conflict mitigation initiatives.
- Maintain lines of communication for effective Knowledge Management within PIND to promote maximum synergy across all peacebuilding programs/projects/activities and the organisation as a whole
- Support the implementation of PIND’s gender equality and social inclusion policy strategy by drawing the attention of units and officers responsible (programs and operations staff) for specific actions identified in the implementation plan.
- Complete other related duties as required.

***Educational Requirement***

A University degree. A post-graduate degree will be an added advantage

***Knowledge, skills & experience***

- At least 8 years relevant experience, 5 of which should be at similar work role
- Understanding of technical and institutional issues relating to Niger Delta
- Knowledge and field experience with designing and implementing capacity development and peace building strategies for NGOs, CBOs, public or private sector.
- Proficient in developing audience tailored training manual within the wide range of peacebuilding, gender equality and social inclusion.
- Proven skills in training, facilitation, technical assistance, course development, coaching and mentoring along a range of capacity development content areas.
- Cross – cultural sensitivity and understanding of the political and ethical issues related to the Niger Delta

**Job Title:** Research Assistant, Peace Building Program

**Location:** Port-Harcourt, Nigeria

The Research Assistant will assist in integrating primary and secondary data on conflict trends and peace building within the Niger Delta region. S/he will coordinate with other information hubs including Partners for Peace for the reporting of violence and conflict incidents, acting as a clearing house for existing research and to proactively fill knowledge needs.

***Responsibilities:***

- Assist in data analysis of trending threats to peace, identifying areas in most need of resources
- Assist with institutionalizing lessons learned from research within the project and the organization.
- Provide required support relevant to research, as well as partnerships and collaborative programs
- Under the guidance of the Research Coordinator provide comprehensive technical support to program activities, including supporting work plan development, quarterly and annual reporting, indicator selection study design and monitoring
- Assist in providing technical guidance on standard indicators to be incorporated into routine monitoring systems.
- Support data collection, analyses, publication and dissemination of findings.
- Complete other related duties as required.

***Educational Requirement***

A degree in Statistics, Social Sciences or a relevant field of study.

***Knowledge, skills & experience***

- At least 1-2 years' experience in data analysis for peace building programs will be an advantage
- Knowledge of the principles of research design
- Strong skills in statistical tools i.e. SPSS, SAS etc
- Excellent written and verbal communication skills
- Must think strategically: critically evaluate and clearly synthesizes information.
- Ability to organize and complete multiple projects in an efficient and timely manner.
- Excellent interpersonal skills, with ability to effectively interact with a diverse team of people is required.
- Must demonstrate the ability to deal with a fast paced environment with changing work priorities.
- Knowledge and understanding of Niger Delta terrain and political complexities.

- Cross – cultural sensitivity and understanding of the political and ethical issues related to the Niger Delta

**Job Title:** Communications Coordinator

**Location:** Abuja, Nigeria

The overall purpose of the role is to use targeted communications to enhance the Foundation’s reputation and influence with key stakeholders to enable it stimulate policies, practices and investments that help reduce conflict and poverty in the Niger Delta.

### ***Responsibilities***

- Coordinate and act as the central communications point for media activities for the organization.
- Manage the organization’s website and other social media networks (Facebook, Twitter, blogs etc) to promote its strategic objectives
- Develop and implement innovative and effective communication strategies for dissemination of information
- Coordinate communication to the media, such as press conferences, media interviews and briefings
- Act as media spokesperson in line with the organization’s aims and objectives and agreed communication plans in order to ensure optimal media exposure and establish, develop and maintain good relationship with the media.
- Integrate communications strategies with the initiatives of the organization’s various projects
- Responsible for the management of the documentation and publishing of the organization’s manuals and publications.
- Coordinate and ensure that the organization’s communication outputs are published and circulated widely among stakeholders, partners, government agencies & donors.
- Any other related duties as required

### ***Educational qualification***

A University degree in English Language, Mass Communications or a related field of study.

### ***Knowledge, skills & experience***

- At least six years relevant experience
- Excellent written and verbal communication skills
- Ability to clearly communicate the organisation’s activities and objectives to the public.
- Must demonstrate the ability to deal with a fast-paced environment with changing work priorities.
- Knowledge of communication and profile raising
- Excellent presentation skills
- Technology savvy
- Cross – cultural sensitivity and understanding of the political and ethical issues related to the Niger Delta

**Method of Application:** qualified candidate should apply using the following links;

**Communications Coordinator:** [https://database.rhizomeng.com/candidate/job\\_application\\_form/88](https://database.rhizomeng.com/candidate/job_application_form/88)

**Capacity Building Coordinator:** [https://database.rhizomeng.com/candidate/job\\_application\\_form/86](https://database.rhizomeng.com/candidate/job_application_form/86)

**Research Assistant:** [https://database.rhizomeng.com/candidate/job\\_application\\_form/87](https://database.rhizomeng.com/candidate/job_application_form/87)

**Planning, Monitoring & Evaluation Coordinator:**

[https://database.rhizomeng.com/candidate/job\\_application\\_form/85](https://database.rhizomeng.com/candidate/job_application_form/85)

**APPLICATION DEADLINE:** Friday, April 30<sup>th</sup>, 2021