



Jireh Doo Foundation (JDF) Vacancies

Jireh Doo Foundation (JDF) is a non-governmental organization founded in 2003 and became operational in the same year. JDF's uniqueness lies in her interventions including advocacy and services to single women and their children, orphans and vulnerable children with special considerations for those orphaned by HIV. **JDF is located in Makurdi, Benue State.**

JDF is about to start the implementation of an integrated community case management of malaria, pneumonia and diarrhea (iCCM) in partnership with Christian Aid and funding from DFID/UKAid subject to signing of contract agreement. In view of this, the organization is requesting applications from only qualified candidates for the following positions.

Project Manager

The role is responsible for delivery of the iCCM project; planning for activities, finalization of programme reports and ensuring iCCM activities are implemented in accordance with agreed standards and budgets. S/he will work in close collaboration and coordination with the State Ministry of Health and Christian Aid State Programme Coordinator. The role will be responsible for timely project delivery, within approved budget and in compliance with standard protocols, policies and guidelines as prescribed by the Federal Ministry of Health (FMoH). The role will build and manage strong relationships developed through effective communication **between organization, partners (donors and funders) and other stakeholders in the state.** The role will ensure compliance with financial policies and procedures including reporting requirements and contribution made to other team members in the development and implementation of community based volunteers' capacity development and training. The role will ensure efficient management of all project activities to ensure effective service delivery in the supported communities and health facilities through availability of health commodities, proper utilization and timely reporting. The role will line manage project officers, logistics officer and M&E Officer.

Essential Criteria:

- Degree in Basic Health or any related field. S/he must have at least 3 years' experience of working with an indigenous or international NGO and strengthening health system.
- Extensive understanding of the national response to health care delivery and broader health policies, integrated community case management of childhood illnesses and maternal health.
- Knowledge and competency in gender-sensitive and inclusive programming
- Experience of managing donor-funded projects
- Strong interpersonal skills and the ability to effectively communicate project progress reports to a wide audience
- English fluency and ability to write clearly and concisely.
- Local language knowledge a plus.
- Familiarity with iCCM national guidelines desirable.

Desirable Criteria

- Skills and experience in state and local advocacy and lobbying processes
- Familiarity with Donor and reporting requirements
- Experience working with government institutions and agencies in Nigeria
- Remains energized and focused in the face of ambiguity, change or strenuous demands.
- Strong interpersonal skills and ability to coordinate and work well in a team

Finance Officer

The role is responsible for financial record keeping and general banking of project funds in JDF office. Monthly accounts and returns are produced in a timely manner; reports are extracted from the financial and administration systems to review the status of the budget and the adherence to financial policies. The role will ensure that financial reports are of high standard, in the right format and timely, policies and procedure are strictly adhered in all procurement. The role will ensure compliance with financial policies and procedures including reporting requirements and contribution made to other team members in the development and implementation of community based volunteers' capacity development and training. The role will maintain good relationships with internal and external stakeholders through positive communication.

Essential Criteria

- Degree in Accounting or its equivalent
- Knowledge of financial standards required by donors, local financial standards and legal framework
- Experience in working with financial accounting procedures and reviewing financial reports, creating and monitoring budgets and working with compliance regulations.
- Considerable experience in delivering financial training using different methodologies.
- Experience in using Excel spread sheet and word processing packages and other account reporting tools.
- 1-2 years working experience in similar post for a local NGO or an INGO

Desirable Criteria

- Knowledge of institutional donor requirements.
- Experience in dealing with institutional donor fund accounting.
- Experience in using computerised financial reporting tools.
- Qualified Accountant- **professional certification**

Project /Logistics Officer

The post holder will be responsible for ensuring effective project implementation and management of ICCM commodities at community and LGA levels. The post will manage collaborations with focal persons in the LGA (CORPs, LLHFWs etc) and State CMS. S/he will provide technical support on effective management of commodities including tracking of commodities, compliance with storage and distribution, utilization and reporting of logistics data. H/She will work with Christian Aid's State Programme Coordinator to ensure timely distribution of commodities to health facilities. The role will be responsible for effective management of commodities including tracking of commodities, compliance with storage and distribution, utilization and reporting of logistics data, ensure project activities are delivered on time, within approved budget and in compliance with standard protocols, policies and national guidelines. The role will maintain strong relationships through effective communication between organization, partners (donors and funders), LGAs and Central Medical Store (CMS).

The role will ensure compliance with financial policies and procedures including reporting requirements and contribution made to other team members in the development and implementation of community based volunteers' capacity development and training.

Essential Criteria

- Degree in Basic Health or any related field. S/he must have at least 3 years' experience of working with an indigenous or international NGO.
- Experience in strengthening health commodities logistics management systems at local and state level.
- Extensive understanding of the national response to health care delivery and health policies, integrated community case management of childhood illnesses and maternal health.
- Knowledge and competency in gender-sensitive and inclusive programming
- Experience of managing donor-funded projects
- Strong interpersonal skills and the ability to effectively communicate project progress reports to a wide audience
- English fluency and ability to write clearly and concisely.
- Local language knowledge a plus.
- Familiarity with ICCM national guidelines desirable

Desirable Criteria

- Skills and experience in state and local advocacy and lobbying processes
- Familiarity with Donor funding and reporting requirements
- Experience working with government institutions and agencies in Nigeria
- Remains energized and focused in the face of ambiguity, change or strenuous demands.
- Strong interpersonal skills and ability to coordinate and work well in a team.

Monitoring, Evaluation and Knowledge Management Officer

The role will be responsible to develop, promote effective and efficient monitoring and evaluation of programme activities, centered on impact and outcomes; create conditions so that learning is fed into programme decision-making across the 2 LGAs. Use participatory approaches to monitoring and evaluation for effective project implementation and results. Encourage active knowledge management and organizational learning needs using Monitoring and Evaluation findings. The role will develop and strengthen Monitoring and Evaluation systems to allow for effective, accurate reporting for decision making and project implementation, encourage active knowledge management and organizational learning needs using Monitoring and Evaluation findings, communicate project successes and learning through traditional and innovative approaches.

Essential Criteria

- Degree, preferably in statistics or the social sciences.
- At least 3 years NGO experience and knowledge of monitoring and evaluation with good knowledge of public health management challenges in Nigeria, particularly in the areas of research, implementation, project management and community development programmes, as well as health policy.
- Experience of monitoring, evaluation, research and Learning and project/programme-cycle management approaches and tools – including participatory planning.
- Understanding of reporting requirements of institutional donors such as DFID, Global Fund, EU and USAID.
- Hands-on experience supporting community based development programmes. Experience of building the M&E skills and capacity of others
- Knowledge and experience using statistical software such as SPSS, Epi-info; STATA) and handheld digital data collection platform e.g KoBo collect.
- Ability to use data management and information systems such as DHIS and digital data platforms for real time data entry, analysis and reporting.
- Ability to produce quality reports, case studies and health advocacy briefs from analysis conducted on data sets and gathered qualitative information.
- Strong interpersonal skills and the ability to effectively represent organization at state and local levels

Desirable Criteria

- Ability to incorporate gender analysis and inclusion and community health work.
- Familiarity with DFID/UKAid funding and reporting requirements
- Experience working with government institutions and agencies in Nigeria
- Ability to produce case studies and advocacy briefs from analysis conducted on data sets and gathered qualitative information.
- Local language knowledge a plus.
- Remains energized and focused in the face of ambiguity, change or strenuous demands.
- Strong interpersonal skills and ability to coordinate and work well in a team.

Note: Salaries are attractive

How to Apply: To apply for this position go to <http://www.iirehdoofoundation.org/advert.php> view the detailed job advert. Send cover letter and CV to jdfrecruit16@gmail.com or before **Sunday 10th October 2016** (stating the position as subject of the mail).