Project Coordinator, National Agency for Prohibition of Trafficking in Persons and other Related Matters (NAPTIP)

Summary

IPA Nigeria is seeking a highly motivated and qualified individual with outstanding coordination, operations, and management skills as a Project Coordinator to support the implementation of a project which partners with regulators, civil society, and academia to promote evidence-based anti-trafficking programming in Nigeria. The Project Coordinator will work under the direction of the IPA Nigeria Policy and Embedded Lab Manager and will provide operational, logistics, and procurement support to the Policy and Embedded Lab project portfolio. S/He will support in planning, scheduling, and coordinating the project’s activities. S/He will also liaise with the relevant country office and partner staff to ensure resources for scheduled activities are available on time and to required quality and standard in line with IPA policies.

Responsibilities

The Project Coordinator will perform a variety of tasks related to operations, logistics, and procurement activities, from planning to implementation of the project. These include, but are not limited to:

Procurement

- Supervise procurements of project goods, assets and services in line with IPA procurement policies
- Manage relationships with suppliers as well as vendor management
- Ensure all payment documents from vendors and suppliers are properly compiled and presented for payments in line with project budget and the IPA procurement policy

Logistics

- Oversee all logistic arrangements including maintaining an updated record of events, travel itineraries to ensure proper delivery and satisfaction of service to the project
- Support coordination of field travels for project staff, partners, and consultants
- Liaises with project team to coordinate logistical arrangements including booking of air tickets, accommodation, etc. for meetings, workshops, trainings and other events
Operations

- Continuously analyze and review procedures and processes and identify gaps for strengthening project operations activities and implementation.
- Provide input to and oversee the roll-out and implementation of project operations
- Lead the maintenance and management of the project’s risk register and risk management in general
- Ensure project’s assets assigned to partners are properly managed and the asset register is up to date
- Support with operational engagements and implementation of field activities.
- Support to documentation, drafting and collation of finalized project materials and reports

Qualifications

- Minimum of Bachelor’s degree-level education; Master’s degree an added advantage
- A minimum of 3 years of relevant work experience, preferably in an NGO
- Experience managing compliance requirements for an NGO in Nigeria
- Experience with a wide range of donors
- Experience with operations support management
- Excellent management and organizational skills
- High attention to detail and ability to multitask effectively
- Strong communication skills and ability to represent an organization professionally
- Sensitivity to working in a culturally diverse organization
- Ability to work independently in an organized manner but within an integrated team
- Budget development, work-plan Implementation and Expense reporting
- Experience organizing events, such as conferences, workshops or round table discussions
- Highly numerate and analytical
- Ability to work on own initiative and as part of a team

Application Instructions

Apply now

About IPA

Innovations for Poverty Action (IPA) is a research and policy nonprofit that discovers and promotes effective solutions to global poverty problems. IPA brings together researchers and decision-makers to design, rigorously evaluate, and refine these solutions and their applications, ensuring that the evidence created is used to improve the lives of the world’s poor. In recent decades, trillions of dollars have been spent on programs designed to reduce global poverty, but clear evidence on which programs succeed is rare, and when evidence does exist, decision-makers often do not know about it. IPA exists to bring together leading researchers and these decision-makers to ensure that the evidence we create leads to
tangible impact on the world. Since its founding in 2002, IPA has worked with over 600 leading academics to conduct over 900 evaluations in 52 countries. This research has informed hundreds of successful programs that now impact millions of individuals worldwide.

IPA's Commitment to Diversity, Equity, & Inclusion (DEI)

As an organization, IPA is dedicated to improving the lives of the world's most vulnerable populations through evidence and policy. We also recognize how important it is for our staff to reflect the diversity of the places where we work and the communities we work with. As such, IPA is committed to hiring from a diverse pool of candidates, from a range of backgrounds, beliefs, experiences, and perspectives. We know that this makes our work stronger and more responsive to the challenges faced by those we work with and for and we encourage people from historically underrepresented groups to apply. Click here to learn more about IPA’s commitment to diversity, equity, and inclusion.

Innovations for Poverty Action is an affirmative action equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or any other protected class. IPA will endeavor to make a reasonable accommodation to a qualified applicant with a disability unless the accommodation would impose an undue hardship on the operation of our business. If you believe you require such assistance to complete this form or to participate in an interview, please contact us at jobs@poverty-action.org or via phone at 1-202-386-6200. The above statements are intended to describe the general nature and level of the work to be performed by the specified position. The statements are not intended to be an exhaustive list of all possible duties, tasks, and responsibilities. Management reserves the right to amend and change responsibilities to meet organizational needs as necessary. Please note that IPA will never request any form of payment from an applicant. Applicants are encouraged to confirm the information listed above with IPA prior to releasing any extensive personal information to the organization. Please direct questions to jobs@poverty-action.org.

** Please note that only qualified applicants will be contacted by the hiring manager.

Reports to

Policy and Embedded Lab Manager, NAPTIP

Deadline to apply

Rolling basis
Desired start date
ASAP

City
Abuja

Country
Nigeria