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SENIOR PROGRAM OFFICER

About Us:

Asabe Waziri Justice Advocacy Initiative (AWJAI), is dedicated to championing **equal access to justice** for all Nigerians, regardless of their background or circumstances, and **holding perpetrators accountable**. We also tirelessly advocate for reforms in the Nigerian justice system. Join us as a **Senior Program Officer** and play a pivotal role in making a real difference in our society.

Responsibilities:

- Manage all day to day activities of the office, serving as the primary point of contact for external stakeholders.
- Provide support to AWJAI's legal clinic and oversee case management.
- Secure funding by actively seeking grant opportunities, engaging with donors and prospects, and managing the Donor Management System.
- Research, design and develop proposals for programs and advocacy initiatives. Monitor progress and prepare detailed reports.
- Cultivate and maintain relationships with other organisations, government agencies, and donor organisations.
- Collaborate with volunteers, co-ordinating tasks and schedules, and ensuring adherence to AWJAI's volunteer protocol.
- Supervise the update and content management of AWJAI social media platforms and website.
- Assist in driving impactful media campaigns that support AWJAI's work.
- Support leadership initiatives and other responsibilities as required.

Requirements:

The right candidate would have:

- Minimum of five (5) years work experience, including background in social development.
- Strong academic credentials and a deep understanding of AWJAI's mission and objectives, with a broad knowledge of justice advocacy.
- Excellent verbal and written communication skills.
- Proficiency in MS Word, Excel, PowerPoint, Teams, Outlook, and comfortable in an IT-driven environment including ability to carry out research.
- Ability to work collaboratively in a team-oriented environment, coach team members, and deliver results with little supervision.
- Strong interpersonal and organisational skills, with the ability to multi-task effectively.

- Experience in creative writing and content development.

Benefits:

AWJAI offers personal and professional growth opportunities, competitive salaries, and generous benefits. A strong passion for social justice is highly valued.

Are you eager to join a dynamic team making a difference? we encourage you to apply today by sending your cover letter and CV to hr@awjai.org today!

