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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 **Program Officer** and play a pivotal role in making a real difference in our society.

Responsibilities:

- Responsible for day to day activities of the office including, serving as the primary point of contact for all inquiries and external stakeholders.
- Provide assistance to AWJAI's legal clinic, overseeing case management with diligence and interfacing with legal representatives.
- Assist in developing proposals for programs and advocacy efforts, while monitoring ongoing progress and generating detailed reports.
- Foster relationships with other organisations, governmental agencies and donor organisations.
- Collaborate closely with volunteers, coordinating tasks, schedules and ensuring adherence to AWJAI's volunteer protocol.
- Curate AWJAI's social media calendar and maintain website updates to ensure effective communication.
- Ensure that the office environment is organised at all times to facilitate productivity and professionalism.
- Provide support for leadership initiatives and undertake additional responsibilities as needed to further AWJAI's objectives.

Requirements

The right candidate would have:

- Have good academic credentials that are defensible with minimum of three (3) years work experience including working in social development
- Possess knowledge and understanding of AWJAI's mission and objectives; and a broad knowledge of justice advocacy
- Demonstrate strong verbal and written communication skills
- Proficient in the use of MS Word, Excel, PowerPoint, Teams for meetings, email, and comfortable in an IT-driven environment including ability to carry out research

- Must be able to work in a collaborative team-oriented setting, work with little supervision to deliver results, possess strong inter-personal & organisational skills, ability to multi-task, and deliver on assigned tasks
- Interest in continuous learning and knowledge of digital marketing, creative writing, content development will be an advantage.

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!

