

PROGRAM OFFICER

About Us:

The **Asabe Waziri Justice Advocacy Initiative (AWJAI)**, is dedicated to championing equal access to justice for all Nigerians, regardless of their background or circumstances. We advocate for systemic reforms, provide legal aid, and hold perpetrators accountable. Join us as a **Programme Officer** and play a pivotal role in making a real difference in our society.

Responsibilities:

- Oversee day – to – day office activities, serving as the primary point of contact for inquiries and external stakeholders.
- Provide support to AWJAI's legal clinic, support case file management and liaise with legal representatives.
- Assist in developing proposals for programs and advocacy initiatives, monitor ongoing projects, and generate detailed reports.
- Foster relationships with partner organisations, government agencies and donor organisations to strengthen AWJAI's impact.
- Work closely with volunteers, coordinating tasks and schedules while ensuring adherence to AWJAI's Volunteer protocol.
- Assist in developing AWJAI's social media calendar and update the website to ensure effective communication and engagement.
- Provide support for leadership initiatives and undertake additional responsibilities as needed to further AWJAI's objectives.

Requirements:

The ideal candidate should:

- Hold strong academic credentials, with a minimum of three (3) years work experience in social development or a related field.
- Possess knowledge of AWJAI's mission and objectives and a broad understanding of justice advocacy.
- Demonstrate excellent verbal and written communication skills.
- Be proficient in Microsoft Word, Excel, PowerPoint, Teams, and Outlook, with strong research skills and adaptability to IT-driven environments.
- Be able to work independently and collaboratively in a team-oriented setting, with strong interpersonal and organisational skills.
- Have the ability to multi-task and meet deadlines efficiently.

Benefits:

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

How to Apply:

If you are 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.

