

SENIOR 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 **Senior Programme Officer** and play a pivotal role in making a real difference in our society.

Responsibilities:

- Oversee the day - to - day operations of the office, serving as the primary point of contact for external stakeholders.
- Provide support to AWJAI's legal clinic and manage legal case workflows.
- Secure funding by actively seeking grant opportunities, engaging with donors and prospects, and managing the Donor Management System.
- Research, design and develop program and advocacy proposals. Monitor progress and prepare detailed reports.
- Cultivate and maintain relationships with partner organisations, government agencies, and donor organisations.
- Coordinate and supervise volunteers, ensuring adherence to AWJAI's volunteer protocol.
- Supervise updates and content management for AWJAI's social media platforms and website.
- Assist in media campaigns that promote AWJAI's work.
- Support leadership initiatives and perform other responsibilities as required.

Requirements:

The ideal candidate should have:

- **A minimum of five (5) years of work experience**, preferably in law, social development, justice advocacy or a related field.
- Strong academic credentials and a deep understanding of **AWJAI's mission and objectives**.
- Excellent **verbal and written communication skills**.
- Proficiency in **Microsoft Word, Excel, PowerPoint, Teams, and Outlook**, with strong research skills and adaptability to IT-driven environments.
- The ability to lead and collaborate in a team-oriented environment, coach team members, take initiative, and work independently to deliver results.

- Strong organisational and multi-tasking skills.

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.

