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## **PROGRAMMES OFFICER**

### **Be Part of Work That Moves Justice from Advocacy to Action**

Are you passionate about justice, accountability and social impact? Do you want to contribute to work that goes beyond awareness and delivers real change?

The **Asabe Waziri Justice Advocacy Initiative (AWJAI)** is seeking a dedicated and proactive **Programmes Officer** to support our justice advocacy, monitoring, and impact-driven programmes. This role offers the opportunity to work across multiple initiatives, gain hands-on experience in justice reform and human rights advocacy, and grow within an organisation delivering measurable impact.

#### **Key Responsibilities:**

- Support the planning, coordination, and implementation of multiple justice advocacy programmes
- Track programme activities, timelines, and deliverables to ensure effective execution
- Liaise with pro bono lawyers, support AWJAI's legal clinic, and assist with case file management
- Support stakeholder engagement, field activities, and programme reporting
- Conduct research, documentation, and impact monitoring
- Contribute to the development of funding proposals, concept notes, and donor reports
- Assist in the preparation and delivery of Social Media Calendar and website content
- Provide support for leadership initiatives and undertake additional responsibilities as required to advance AWJAI's objectives.

#### **Who We're Looking For:**

- A degree in Law, Social Sciences, Development Studies, Public Policy, International Relations or a related field with a minimum of one (1) year relevant experience
- Demonstrated interest or experience in justice advocacy, human rights, governance or social impact, with an understanding of AWJAI's mission
- Excellent verbal and written communication skills
- Strong organisational skills with attention to detail
- Proficiency in Microsoft Office and collaborative tools, with adaptability in an IT-driven environment.
- Ability to work independently and collaboratively in a team-oriented setting
- Willingness to learn, grow, and take on responsibility within a mission-driven organisation

#### **What We Offer:**

- Clear opportunities for personal and professional growth
- Competitive salary and benefits upon confirmation
- A supportive, purpose-driven work environment contributing to justice and accountability
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**How to Apply:**

Interested candidates should submit a **CV and cover letter** to [hr@awjai.org](mailto:hr@awjai.org).

