






+234 916 961 1297 

contact@awjai.org 

3rd Floor, Ekiti House 
1042 Kur Muhammed Street
Central Business District
Abuja, FCT
Nigeria

SENIOR PROGRAMMES OFFICER

Lead Programmes That Drive Justice, Accountability, and Reform

About Us:

The **Asabe Waziri Justice Advocacy Initiative (AWJAI)** is committed to advancing to **equal access to justice** for all Nigerians, regardless of background or circumstance. Through legal aid, advocacy, and system-level engagement, we protect rights, promote accountability, and strengthen justice institutions.

We are seeking an experienced and driven **Senior Programmes Officer** to coordinate programmes across our justice advocacy initiatives. This role is ideal for a Lawyer ready to exercise sound judgment and initiative, and contribute meaningfully to institutional growth within a mission-driven organisation.

Key Responsibilities:

- Oversee the day - to - day programme and office operations, serving as a key point of contact for external stakeholders
- Provide oversight and support to AWJAI's legal clinic including management of legal case workflows
- Support funding efforts by identifying grant opportunities, engaging donors and prospects, and managing the Donor Management System
- Research, design and develop programme and advocacy proposals, and monitor implementation progress
- Support Oversight visits including preparation, documentation and reporting
- Coordinate and supervise volunteers in line with AWJAI's volunteer protocol
- Support the management of AWJAI's social media calendar and contribute articles for the website
- Support leadership initiatives and perform other responsibilities as required

Who We're Looking For:

- Three (3) - five (5) years post-call to Bar experience
- Strong academic credentials and a clear understanding of AWJAI's mission and objectives
- Excellent verbal and written communication skills
- Strong organizational, multi-tasking, problem-solving and attention-to-detail skills
- Proficiency in Microsoft Word, Excel, PowerPoint, Teams, and Outlook, with strong research skills and adaptability to an IT-driven environment
- Ability to lead and collaborate in a team-oriented environment, while also working independently to deliver results
- Strong commitment to social justice and public interest work

What We Offer:

- Opportunities for personal and professional growth
- Competitive salaries, and generous benefits upon confirmation
- A collaborative, values-driven work environment focused on justice and accountability

How to Apply:

Interested candidates should submit a **CV and cover letter** to hr@awjai.org.



