

**JOB DESCRIPTION**

**Position:**  **Programme Advisor, BUILD Grant**

**Responsible to:** **Director, Business Development and Innovation Directorate (BDID)**

**Location:**  **Abuja**

**Line Management: Volunteer**

**Grade** **7**

**Overall purpose**

The post holder will support ActionAid Nigeria (AAN) on the effective management of the Building Institutions and Networks (BUILD) Grant to ensure all set objectives and outcomes are met within the estimated timeline. This involves programme activities that promote citizens’ engagement, gender and social justice, and poverty eradication, it also involves coordinating institutional strengthening actions spread across the organisation. The role will support the mobilisation and strengthening of social movements, especially those led by women, youth, and marginalised groups, to organise and take collective action for systemic change. The Programme Advisor will also contribute to evidence generation, advocacy, and institutional learning, while ensuring that gender justice, accountability, and innovation are embedded across all programme interventions. Through strategic partnerships, coordination, and strong alignment with the OAST (Organise, Act, Shift, Thrive) framework, the Advisor will help drive transformative change in communities towards resilience, equity, and sustainable development.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

* Support the planning, execution, and monitoring of projects to ensure alignment with BUILD Grant’s strategic objectives.
* Actively work with the Social Mobilisation unit to mobilise and strengthen citizens’ collectives and social movements to take collective action for social justice and accountability.
* Support evidence generation, documentation, report writing and innovation to inform programming and promote organisational learning in collaboration with Impact Assessment and Shared Learning (IASL) unit and BDID.
* Support the Integration of gender justice in all programme activities and engage key stakeholders to influence gender-responsive policies and practices, linked to the project.
* Contribute to strengthening organisational systems and processes, including digital innovation, for efficient program delivery.
* Support with innovative resource mobilisation actions, especially in areas of movement building and institutional strengthening.
* Manage the administrative and logistics processes of the BUILD grant.
* Oversee the effective utilisation of the project grant, working with the finance lead for the project.
* Provide line management responsibility for the Support Volunteer attached to the project.
* Represent AAN in relevant spaces or as assigned by the Country Director or the Director of BDID.

**Reporting and Accountability**

* Lead the development of Grant’s component to AAN Annual, Programme Steering Committee, Innovation Week and Programme Meetings reports.
* Participate in Ford Foundation Grants Monitoring meetings and ensure AAN’s Strategic Grants reports are timely and of high quality, shared with Office of the Country Director and BDID for signoffs.
* Support the development of proposals for fund generation in collaboration with BDID Team for sustainability.
* Assume any other responsibilities relevant to the position as assigned by the Country Director or the Director, BDID

**Key Relationships**

**Internal Relationships:** Entire AAN team

**External Relationships:** Partners, Networks & Donors

**Persons Specifications**

|  |  |  |
| --- | --- | --- |
| **Attributes/Skills** | **Essential**  | **Desirable** |
| **Education/****Qualifications** | * First degree in arts/humanities/social sciences or other related field
 | * Master’s degree in social sciences or arts/humanities.
* Professional certification
 |
| **Experience**  | * At least five (5) years post NYSC experience, four of which should be in a project management capacity.
* Experience managing multi-year grant and working with CSOs, Networks/ Movements
* Excellent working knowledge of Excel, Word & Outlook (MS Office in general)
* Experience in working across teams and units
* Experience working and reporting to donors.
 | * Research and Innovation skills
 |
| **Skill Abilities** | * Fluency in spoken and written English language
* Excellent planning and prioritisation skills
* Multi-tasking skills
* Excellent (proven) interpersonal skills
* Negotiation skills
* Strong analytical/problem solving skills
 | * Good understanding and use of emotional Intelligence
 |
| **Personal Qualities** | * Creative and takes initiative
* Team player
* Able to work effectively in a diverse team environment
* Willing to work additional hours at crucial times.
* Self-motivated person able to work without close supervision
* Effectively promote AAN’s mission values, and objectives
 | * Additional value through existing networks
 |

Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Programme Advisor, BUILD Grant**

Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Director, Business Development and Innovation**