

**JOB DESCRIPTION**

**Job Title: State Programme Officer**

**Location: Abuja, Lagos, Edo States (3 Positions)**

**Reporting to: Programme Coordinator, Migration and Reintegration**

**Line Management: None**

**Grade: 6**

**Job Purpose**

The State Programme Officer will support the implementation and effective monitoring of the ActionAid Nigeria reintegration and empowerment project in the respective state. S/he will provide programme specific support to the various livelihood and reintegration initiatives of the project and work as an interface between ActionAid Nigeria and project participants at the state level.

**Specific Responsibilities:**

**A. Programme**

* Work closely with the Migration and Reintegration Programme Coordinator in the implementation of the ActionAid Migration, reintegration and empowerment project
* Support the development and management of systems to ensure timely project reporting, including tracking both internal and external reports, and ensuring compliance with Terms of Reference and consultancy agreements.
* Assist in the development and facilitation of migration-related content creation and media outreach, including managing social media channels to raise awareness and engagement.
* Contribute to the design and implementation of research methodologies, as well as baselines and end-line assessments for the project.
* Play an active role in supporting the development of migration policies and practices, while managing relationships with relevant stakeholders and organizations in the sector.
* Collaborate with the Programme Coordinator, The Finance Advisor and the Humanitarian and Resilience Specialist to support financial planning, monitoring, and review of migration project activities.
* Maintain and nurture positive relationships with relevant donors, ensuring transparency and effective communication.
* Support the development of annual, monthly, and quarterly work plans that align with ongoing activities and the project’s goals for the year.
* Monitor progress in the implementation of planned activities, ensuring that key milestones are met, particularly those that involve collaboration with other staff and partners.
* Actively contribute to the broader policy, program, procedure, and strategy development for AAN, working in close coordination with the Programme Coordinator as the project lead to ensure cohesive and effective implementation of activities in the state.

**B. Capacity Development**

* + Facilitate and support relevant capacity needs as identified from Migration project.
	+ Ensure the implementation of AAN methodologies at the community and states’ level
	+ Support beneficiaries with capacity building on income generation and conflict management while linking them with duty bearers.
	+ Develop training modules and facilitate trainings of groups and co-operatives on conflict prevention and management, participatory vulnerability analysis, resilience, access to credits and other empowerment techniques
	+ Support system strengthening of state and non-state actors in project focal states
	+ Develop and support reintegration processes for survivals of returnees

**C. Communication and Reporting**

* Manage external communications at the state level, addressing queries and concerns promptly and appropriately.
* Facilitate clear and efficient communication between project participants, AAN units, and other key stakeholders at the state level, including state and non-state actors.
* Establish and maintain effective communication channels between communities, AAN, other partners, security agents, and relevant Ministries, Departments, and Agencies (MDAs) in the state.
* Review reports at the state level to ensure they comply with required formats, standards, and timelines.
* Collaborate with relevant units within AAN to support the successful implementation of planned activities at the state level.
* Ensure thorough and accurate documentation of all communications and reports within the state maintaining proper records for future reference.

**D. Financial Management**

* Monitor and support project participants in the implementation of the project activities to develop financial and accountability systems
* Facilitate the financial processes for service providers engaged by the unit
* Actively participate in developing budgets for the migration project in accordance with AA financial guidelines.

**E. General**

* Participate in, or lead where necessary, any programme, procedure or strategy to enhance the goal and objectives of AAN Humanitarian & Resilience unit.
* Actively take part in the overall policy, programme, procedures and strategy development of AAN in general.
* Assume any other responsibilities relevant to the position as assigned by line manager
* Active engagement in community mobilization and programming and movement building

**Internal Relationships:** EntireAAN team**.**

**External Relationships:** Partners, CSOs and relevant government agencies**.**

**Persons Specifications**

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| **Attributes/Skills** | **Essential**  | **Desirable** |
| **Education/****Qualifications** | * First degree in social sciences or arts/humanities
 | * Membership of relevant professional Institute
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| **Experience**  | * At least three years’ post NYSC experience
* Two years’ experience in the similar position in the development sector
* Experience in community mobilization
* Experience working on migration and livelihood issues
* Excellent working knowledge of Excel, Word & Outlook (MS Office in general)
 | * Experience working on a similar project and intervening at community levels
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| **Skill Abilities** | * Excellent analytical skills
* Strong communication & writing skills
* Active presence on social media
* Computer skills with good working knowledge of Microsoft office
* Ability to implement data management systems
* Fluency in spoken and written English language
* Highly numerate
* Excellent planning and prioritization skills
* Excellent (proven) interpersonal skills
 | * Experience working with youth, women groups and persons with disabilities
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| **Personal Qualities** | * Team player, a personof integrity
* Creative and takes initiative.
* Able to work effectively in a diverse team environment
* Proven Leadership Qualities
* Willing to work additional hours at crucial times.
* Self-motivated person able to work without close supervision
* Effectively promote the AAN’s mission values, and objectives
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**Signed by:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **State Programme Officer**

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

 **Programme Coordinator, Migration and Reintegration**