

**JOB DESCRIPTION**

**Job Title: Programme Advisor, ECOWAS & SPAC-West Africa**

**Location: Abuja**

**Reporting to: Food and Agriculture Programme Specialist**

**Line Management: Food and Agriculture Programme Officer**

**Job Purpose**

The post holder will manage and provide strategic leadership for ECOWAS and the Strategic Partnerships for Agroecology and Climate Justice in West Africa (SPAC-West Africa), Nigeria Project. S/he will also support the Food & Agriculture programme of ActionAid Nigeria working to deliver on the core objectives as outlined in the Country Strategy Paper (CSP) as well as support fundraising initiatives for the programme.

**Specific Responsibilities**

**Programmes:**

* Lead relationships building with the ECOWAS Commission and stakeholders across the ECOWAS region.
* Lead research and analysis, advocacy, and campaigns on agroecology and climate justice issues
* Lead networking and alliance building with stakeholders on agroecology and climate justice.
* Produce strategic documents for engagement with relevant government agencies, private sector, and other stakeholders on ECOWAS, agroecology and climate justice.
* Facilitate capacity building and nurturing of smallholder women farmers, young people, partners, local structures, and the community people themselves to continuously analyse their situation, identify workable action, and have the skills to take the needed action which may often include engaging duty bearers to ensure equity and climate justice.
* Provide capacity building for smallholder women farmers, young people and project partners on agroecology, climate resilience, adaptation, and mitigation.
* Prepare SPAC-West Africa, Nigeria annual programme plans and budgets.
* Facilitate sustainable and alternative livelihood issues, etc.
* Work with private sector, smallholder women farmers and young people on agroecology to facilitate access to market and scale up of agroecology.
* Work with Impact Assessment and Shared Learning (IASL) Unit to develop proper baseline & Project Management and Evaluation (PM&E) Systems for SPAC-West Africa, Nigeria.
* Provide information and liaise with Communications unit of AAN on posting of SPAC-West Africa, Nigeria programme materials and other relevant information to the public and the Media.
* Provide information, source for, and maintain contacts with national and international institutions to enhance learning.
* Provide mentoring support to relevant stakeholders at both regional, national and community levels.
* Develop systems and manage the process of timely programme reporting, including following up on internal and external reports and ensuring compliance with Terms of References and consultancies.
* Represent AAN at conferences, seminars, and other events as necessary.
* Support the development and implementation of appropriate and user-friendly Record Management system and ensure files are up to date.

**Finance**

**B. Finance**

1. Facilitate the financial processes for consultancies and other programme events with the support of the Finance Department.
2. Prepare annual Budgets and Plans for the Food and Agriculture Unit and SPAC-West Africa, Nigeria
3. Produce budgets for events and assist in the development of programme’s plans and budget while working closely with the Food and Agriculture Programme Specialist.
4. Work with the finance unit to monitor program budget utilizations.
5. Any other duties as assigned by the line manager.

**Internal Relationships:** AAN staff

**External Relationships:** Government agencies & other stakeholders

**Persons Specifications**

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| **Attributes/Skills** | **Essential** | **Desirable** |
| **Education/**  **Qualifications** | * First degree in social sciences, arts or humanities | * Master's degree in a relevant field * Membership of relevant professional Institute |
| **Experience** | * At least five (5) years’ experience, 3 of which should be in a similar position in the development sector. * Proven practical experience on agroecology and agricultural extension services. * Proven experience in campaigning and advocacy engagement with government agencies * Experience in analyzing global development issues including climate change, food security, corporate abuse etc. * Strategic relationship building, fundraising and resource mobilization experience | * Experience working as an agricultural extension agent. * Experience working with smallholder women farmers. * Experience in facilitation of networks and coalition building * Experience working with communities |
| **Skill Abilities** | * Must be fluent in French and English * Strong communication and writing skills in French and English. * Knowledge of structures of government agencies * Ability to provide practical solutions within set deadlines. * Excellent planning and prioritization skills * Multi-tasking skills and Negotiation skills * Strong analytical/problem solving skills. * Excellent (proven) interpersonal skills | * Ablility to also speak Portuguese apart from French which is required for this role |
| **Personal Qualities** | * A personof integrity * Creative and takes initiative. * Able to work effectively in a diverse team environment. * Willing to work additional hours at crucial times. * A self-motivated person able to work without close supervision. * Effectively promote the AAN’s mission, values and objectives |  |

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

**Programme Advisor, ECOWAS & SPAC-West Africa**

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

**Programme Specialist, Food and Agriculture**