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Act Naija: Civil Society Action to Strengthen Social Protection in Nigeria

VACANCIES

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The Africa Network for Environment and Economic Justice (ANEEJ) and its partners, Bread for the World, Germany and the New Initiative for Social Development (NISD) will from 1st April 2025 commence the implementation of Act Naija! – Civil Society Action to Strengthen Social Protection in Nigeria project being funded by European Union as part of the European Commission Human Rights & Support to Civil Society in Nigeria programme (EuropeAid/181129/DD/ACT/Multi-3). The three-year project will be implemented in 7 states and the Federal Capital Territory (FCT) Abuja. ANEEJ is responsible for the implementation of the project in Enugu, Borno, Delta, Kogi, and the FCT.

“Act Naija!” is designed to align with the objectives and priorities of the CSO Thematic Programme of European Commission Human Rights & Support to Civil Society in Nigeria focusing on Social Protection. The project’s overall objective is to enhance dialogue, collaboration, and engagement between civil society and the government around inclusive social protection policies, monitoring, and accountability, thus contributing to poverty alleviation in Nigeria.

The specific objective of the action is to increase participation of civil society actors at national and sub-national levels for the improved implementation and monitoring of social protection interventions, advocating inclusive social protection systems with a multi-stakeholder approach. “Act Naija!” aims to empower civil society organisations and community-based groups in shaping, executing, and overseeing social protection programmes. This collaborative-work approach is expected to enhance the transparency and effectiveness of these interventions as well as increase the responsiveness to needs of the vulnerable populations, which include access to basic healthcare, financial resources, nutrition, clean water, and sanitation. Education and vocational training are also needed in order to break the cycle of poverty and to provide economic opportunities. Social protection such as cash

transfers and food assistance are critical for those facing food insecurity and unemployment. Legal protection, social inclusion, and psychosocial support are vital to safeguard their rights and empower them to participate fully in Nigerian society.

It is against this backdrop that ANEEJ is soliciting applications from qualified persons, particularly female gender to fill the following positions to strengthen its Human Resources to deliver the project.

1. FINANCE MANAGER

- The project finance manager will be responsible for ensuring the management of EU funds in an appropriate, responsible manner and for fulfilling all contractual obligations.
- Strengthen ANEEJ's Financial Management systems and ensures compliance with donors' requirements.
- Manage accounting operations that would be assigned to him/her based on accounting principles
- Prepare budget and financial forecasts
- Publish financial statements in time
- Conduct month-end and year-end close process
- Collect, analyze and summarize account information
- prepare tax returns for government, and ensure all accounting books are kept up to date etc
- Develop periodic reports for management
- Audit financial transactions and document accounting control procedures
- Keep information confidential and secure them with random database backups
- Keep up with financial policies, regulation and legislation

Requirements

- Proven experience as an accountant in a relevant field and with managing International donors' funds. Knowledge of EU fund management will be added advantage.
- Thorough knowledge of accounting and corporate finance principles and procedures
- Excellent accounting software user
- Strong attention to detail and confidentiality
- First degree or its equivalent in Accounting
- ICAN or related professional qualifications is preferred

2. MONITORING AND EVALUATION MANAGER

- Lead ANEEJ participation in the development of a Monitoring, Evaluation, Accountability and Learning (MEAL) system for the project.
- Develop and strengthen monitoring, inspection and evaluation procedures with strong knowledge and understanding of EU guidelines and approaches;
- Monitor all project activities, expenditures and progress towards achieving the project output/outcomes;
- Recommend further improvement of the logical frame work;
- Develop monitoring and impact indicator/ tools for the success of our projects;
- Monitor and evaluate overall progress on achievement of results;
- Monitor the sustainability of the all projects' results;

- Provide feedback to the Management on projects' strategies and activities;
- Suggest strategies to the Management for improving the efficiency and effectiveness of all projects by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks;
- Report monthly, quarterly, half-yearly and annual progress on all project activities to the Management;
- Conduct capacity assessment on existing monitoring and evaluation system and develop indicators and a monitoring strategy for new projects;
- Provide inputs, information and statistics for quarterly, annual and other reports to Project Management Teams;
- Participate in annual project reviews and planning workshops and assist the Project Manager in preparing relevant reports;
- Support monitoring and evaluation of the effects and impact of the project; Assist in coordinating across the available components of all ANEEJ projects to ensure effective implementation of M&E/MIS;
- Assist the programme and Communications personnel with M&E tools and in supporting them in their use.

Requirements

University Degree preferably in Business Administration, Economics or related field.

Experience:

- At least 7-10 years of experience in the design and implementation of M&E/MIS in development projects implemented by national/international NGOs/UN bodies/ European Union, Government;
- Experience in designing tools and strategies for data collection, analysis and production of reports;
- Proven ICT skills, especially in the development of MIS software using database software;
- Expertise in analyzing data using statistical software;
- Strong training & facilitation skills.

3. STATE PROGRAMME OFFICER (BORNO & KOGI)

- She/He will be responsible for the implementation of project activities at the sub-national level.
- Work with benefiting Local Governments and communities to ensure the success of the project at the grassroots level.
- Set up High-Level Project Advisory Group and facilitate debriefing of the group after National Advisory Group meetings.
- Embark on advocacy for policy reforms and implementation with identified stakeholders
- Develop monthly and quarterly reports and report to the Assistant Project Manager

Requirements

University Degree preferably in related field.

Experience:

- At least 3 - 5 years of experience in the implementation of advocacy projects, preferably in social protection.
- Experience in designing tools and strategies for data collection, analysis and production of reports;
- Proven ICT skills, especially in the development of MIS software using database software;
- Expertise in analyzing data using statistical software;
- Strong training & facilitation skills.

Method of Application

Applications for all positions which should be sent online along with detailed resume should be addressed to the advertiser: procurement@aneej.org and cc info@aneej.org not later than two weeks from the date of this advertisement.

ANEEJ will sign a two-year employment contract in the first instance with successful candidates, to be renewed subject to proficiency. Only candidates with requisite qualifications and skills would be contacted for interview.