

Peacebuilding and Governance Program Officer – Centre for Sustainable Development and Education in Africa (CSDEA)

Closing date: 29 June 2024

Duty station: Abuja, Nigeria

Background

The Centre for Sustainable Development and Education in Africa (CSDEA) is an independent non-governmental organization that seeks to address the challenges of violence, and poor governance that are making sustainable development elusive in Africa. The CSDEA advocates transformational policies that leads to peace and good governance through advocacy, capacity development, reflective dialogue and research. The CSDEA also embraces a multi-stakeholder approach while networking with organizations that share similar values at the local, sub-regional, continental and global levels.

The position within AMA

Under the direct supervision of CSDEA's Program Coordinator, the Peacebuilding and Governance Program Officer will give technical and programmatic support to the work of CSDEA across Nigeria with specific focus on the Federal Capital Territory, Adamawa, Benue, and Delta states. This role requires experience in advocacy and communication.

Duration of the assignment

The initial duration for this assignment is one year. It can be renewed upon satisfactory performance.

Scope of work

1. Support the CSDEA in documentation and report writing.
2. Conduct research including the collection and analysis of data.
3. Develop briefing papers/policy briefs on the peacebuilding and governance related work of CSDEA.
4. Support CSDEA to organize meetings and conferences.
5. Assist with the development and dissemination of information, education and communication materials. This includes support with the development of newsletters.

6. Support CSDEA's social media presence.
7. All other assignments as directed.

Deliverables

1. Meeting reports.
2. Briefing papers.
3. Research reports.
4. Newsletters.
5. Regular reports on the implementation of CSDEA social media strategy.

Academic Requirements

Advanced university degree in a relevant field of expertise (e.g.: social or political sciences, economics, law, or other related fields), with at least two years of applicable work experience.

First university degree in a relevant field of expertise (e.g.: social or political sciences, economics, law, or other related fields), with at least four years of applicable work experience.

Experience

1. At least 2 years of experience in peacebuilding, governance, alternative dispute resolution, project management, or related field.
2. At least 2 years research experience including conducting field work and analysis using qualitative research methodologies.
3. Excellent report writing skills (evidence to be provided).
4. Strong communication and facilitation skills.
5. Prior experience working at the community level would be an asset.
7. Must be fluent in written and spoken English.
8. Computer literacy in MS Office applications and Google docs. Excellent use of quantitative and/or qualitative data collection and analytical software (SPSS, Kobo Toolbox, Nvivo, etc), and remote meeting software (Zoom, Google meet, etc).

How to Apply

Please send your letter of motivation and CV with “CSDEA Peacebuilding and Governance Program Officer” in the subject line to admin@csdea-africa.org by 29 June 2024.