

## VACANCY ANNOUNCEMENT

Stop TB Partnership Nigeria is a multi-stakeholder partnership dedicated to complement the efforts of the government and other stakeholders to end the tuberculosis (TB) epidemic in Nigeria. It fulfils its mandate by advocating for increased political commitment, support and resources that such a significant challenge deserves. Its membership comprises of government, multilateral and bilateral organizations, development partners, private sector, academia, professional associations, civil society organisations, media and persons affected by TB. The National Secretariat is located in Abuja and it is responsible for managing day-to-day activities and implementing programs of the Partnership.

As part of efforts to improve its performance and effectiveness, the Partnership is seeking application from qualified persons for the following positions at the National Secretariat.

### 1. ACCOUNT OFFICER:

The Admin and Finance/Accounts Officer is responsible for effective and efficient management of the Administrative, Financial and Accounts systems and procedures. In addition, he/she will advise the Partnership through the Executive Secretary on strategies to strengthen its administrative, financial and accounting management. The Account Officer must have financial management and analytical skills. He/she must have a keen sense of fairness and honesty and have strong principles towards ensuring accountability and transparency within the Partnership.

#### Job Description:

- Develop and manage effective administrative, financial and accounting policies and systems;
- Develop and manage budgets, financial components of Strategic Plan, Workplan, Proposals and funding requests etc
- Review and verify proposed financial commitments and advise appropriately;
- Prepare and ensure timely submission of all financial reports;
- Support auditing processes as necessary;
- Ensure compliance with donor contracts and requirements (conditions and restrictions on the use of funds etc);
- Perform any other tasks necessary for effective functioning of the Secretariat and the Partnership as assigned by the Executive Secretary;
- Reports to the Executive Secretary.

**Minimum Qualification:** First degree or HND in Accounting or related fields with at least 5 years' work experience in development sector especially non-governmental organization. Post graduate and/or professional qualifications in relevant fields will be an added advantage. Applicants must also be knowledgeable in the use of relevant accounting software.

## **2. RESOURCE MOBILIZATION OFFICER:**

Domestic Resource Mobilization for Tuberculosis is one of the major focus areas of the Partnership. The Resource Mobilization Officer will be responsible for oversight and coordination of resource mobilization and fundraising activities including proposal writing. He/She must be proactive in identifying new and non-traditional sources of funding from a range of institutional donors and work to leverage the Partnership funding prospects. He/She must have experience in advocacy, fund raising and domestic resource mobilization for health and development. He/She must have good interpersonal skills and experience working with different sectors, including tiers and branches of government.

### **Job Description:**

- Support the Partnership in the development and implementation of the Resource Mobilization and Fundraising Plan and Strategy;
- Conduct mapping of donors, institutional actors and allies, particularly from the private sector;
- Write effective fundraising applications, concept notes and proposals;
- Work with other staff to compile the information required for developing proposals and preparing donor reports;
- Explore funding sources and strategic partnership opportunities;
- Establish and broaden relations with the potential and existing donors including by organizing meetings and networking activities;
- Develop donor briefs, background papers for different fundraising and resource mobilization activities;
- Plan and organize advocacy visits by the partnership to donor agencies, private sector collaborators, government and media organizations for resource mobilization and or TB awareness creation.
- Conduct regular review of Resource Mobilization and Fundraising Plan and Strategy against the set targets and indicators;
- Perform any other tasks necessary for effective functioning of the Secretariat and the Partnership as assigned by the Executive Secretary;
- Reports to the Executive Secretary.

**Minimum Qualification:** First degree or HND in Social Science, Communication, Social Marketing, Economics, Law, Political Science or International Relations, and other related fields with at least 5 years' work experience. Post graduate and/or professional qualifications in relevant fields will be an added advantage.

## **3. INFORMATION TECHNOLOGY (I.T.) OFFICER:**

The Information Technology Officer is responsible for managing communication and social media platforms of the Partnership. He/She will be responsible for social marketing, website management, provide technical support, disseminate and share relevant contents and ensure regular upgrades and improvements on the IT infrastructure.

### **Job Description:**

- Manages the websites and other communication and social media platforms;
- Information dissemination on all communication social media platforms;

- Proper linkage and interaction of communication platforms of the Partnership, partners and other key stakeholders;
- Periodic creation of campaigns for social media audience across platforms;
- Site designs, content, functionality and navigation, along with audience funnels and data capture points;
- Design and content creation of the Partnership Newsletter;
- Setup and management of Teleconferencing sessions and virtual meetings.
- Stay plugged into emerging technologies/industry trends and apply them into operations and activities;
- Strategically edit and manage content periodically on all our social media platforms;
- Conduct trainings for other staff on IT issues;
- Regular backups of the software data and files;
- Regular troubleshooting, technical diagnoses of hardware and software and implements corrective action;
- Perform any other tasks necessary for effective functioning of the Secretariat and the Partnership as assigned by the Executive Secretary;
- Reports to the Executive Secretary.

**Minimum Qualification:** First degree or HND in Information Technology, Computer Science and other related fields with at least 5 years' work experience. Post graduate and/or professional qualifications in relevant fields will be an added advantage. Applicants must also be knowledgeable in the use of relevant media and communication software and applications.

#### **4. ADMIN OFFICER / RECEPTIONIST:**

The Administrative Officer and Receptionist provides secretarial and administrative support to the Secretariat. He/She must have good communication and inter-personal relationship skills.

##### **Job Description:**

- Receive visitors and in-coming phone calls and direct them to the appropriate persons;
- Develop and maintain a filing system for all of the records and documents;
- Manage and maintain records of stationaries and other supplies;
- Make travel and accommodation arrangements for staff if required;
- Ensure proper usage and maintenance of office equipment (printer, copier etc);
- Provide logistics support for workshops, meetings and other events;
- Perform any other tasks necessary for effective functioning of the Secretariat and the Partnership as assigned by the Executive Secretary;
- Reports to the Executive Secretary.

**Minimum Qualification:** First degree or HND in Secretarial Administration, Office Technology and other relevant field with at least with at least 2 years' work experience.

#### **OTHER COMPETENCIES REQUIRED FOR ALL THE POSITIONS:**

- Computer Literate
- Teamwork and Result Oriented

- Ability to work with minimum supervision
- Good Communication and Inter-personal relationship
- Respecting and promoting individual and cultural differences

**ELIGIBILITY:**

- Applicants must not be older 40 years at the last birthday.

**WORK LOCATION:**

- The National Secretariat is based in Abuja and all staff will be required to work from this location.

**APPLICATION PROCESS:**

- A one-page letter of application and Resume/Curriculum Vitae should be sent to [jobs@StopTBNigeria.org](mailto:jobs@StopTBNigeria.org)
- Subject of the email should be addressed as follows: Surname, Middle Name and First Name - Position being applied for e.g. NNAMDI OLUWABUNMI SHEHU- ACCOUNT OFFICER

**DEADLINE FOR APPLICATION:**

- Deadline for application is Monday, 31<sup>st</sup> August 2020. Any application submitted after the deadline will be automatically disqualified.

**PLEASE NOTE:** Only shortlisted applicants will be contacted for subsequent screening process.