



## **JOB DESCRIPTION – PROGRAMME ANALYST**

The Health Watch Foundation, operating as “Nigeria Health Watch” is a not-for-profit organization that aims to advocate for the health of Nigerians, strengthen the capacity of health sector organisations, enlighten Nigerians on good health habits and practices and to engage government towards good health policies. Our dual strengths in health and communication enables us to provide solutions for communications and advocacy in the health sector.

The ideal candidate will be responsible for providing technical and programmatic support to Nigeria Health Watch. They will be focused on seeking out new business opportunities, developing proposals, doing in-depth analysis and developing narratives on health topics that the organisation is working on and providing health advisory support based on evidence and learning. The candidate should be competent in effective time management, excellent independent writing skills and working with limited ongoing supervision to meet deadlines.

**Job Title:** Programme Analyst

**Location:** 47 Ebitu Ukiwe Street, Jabi, Abuja

**Salary:** TBC

**Contract term:** 6 months (one month probation)

### **Responsibilities**

- Support in the development of proposals, bids, quotations, or other documents describing Nigeria Health Watch’s services in response to requests from prospective partners.
- Support in the development of proposals by gathering information, objectives/outcomes/deliverables, implementation, methods, timetable, staffing levels, budget, revising, and editing drafts including executive summaries, conclusions, and organization credentials.
- Ensuring the timely and quality completion and delivery of all relevant project proposals deliverables
- Collaborate with members of the team to ensure content is complete, accurate, and timely
- Researching business opportunities and viable other income streams
- Researching health topics and delivering excellent narratives



- Recommend enhancements to Nigeria Health Watch's service offering based on inquiries and feedback from prospective partners
- Support in carrying out analytical work in support of project development, advocacy, consultancy projects
- Supporting programmatic efforts by conducting a wide range of tasks related to project grant requirements
- Working with program teams to ensure efficient flow of grant requirements and other similar information
- Assisting in developing concept notes for projects, agendas, key partners, etc. for advocacy efforts

### **ESSENTIAL COMPETENCE**

- 3-5 years of progressively responsible experience working for a non-governmental organisation in advocacy and health research or similar field with a focus on Nigeria
- Knowledge of policy advocacy; media, civil society engagement, and government relations.
- Strong research and analytical skills, ability to process large amounts of data to feed into programmatic priorities
- Organized; experience in project management ability; self-directed on work initiatives; strong attention to detail
- Ability to manage competing priorities and deadlines
- Collaborative, collegial working style and ability to work constructively with colleagues at all levels in the hierarchy of the organisation
- Excellent writing and communication skills, including a demonstrated ability to effectively communicate both verbally and in writing in English
- Excellent knowledge of MS Office and office management software
- Knowledge and understanding of funds sourcing and project funding
- High school diploma; BSc/BA in communications or a health-related subject
- Previous experience with an NGO

Please send your CV and a brief covering letter to [recruitment@nigeriahealthwatch.com](mailto:recruitment@nigeriahealthwatch.com) outlining your suitability for the advertised role.

CVs should not exceed 2 pages and the covering letter should not exceed 1 page.

**Closing deadline FRIDAY 22<sup>nd</sup> MARCH 2019**