



CURRENT VACANCIES

The Albino Foundation (TAF) is an independent non-governmental/not-for-profit organisation founded in 2006 to advocate for the recognition and respect of the rights and socio-economic inclusion of Persons with Disabilities and other vulnerable groups in Nigeria.

TAF works to create public awareness of the social challenges that Persons with Disabilities face in Nigeria and the world. The Foundation also contributes to legislative and policy action that promotes the rights and general well-being of Persons with Disabilities.

#1

Job title: **Manager, Programmes**

Job location: **Abuja**

Minimum experience: **7 years**

Online application process: interested and qualified applicants should send a covering letter and updated CV to careers@albinofoundation.org on or before 27/12/2021 using the job title as subject of the mail. Only shortlisted candidates will be contacted.

References: Successful applicants will be required to provide at least one reference covering at least two years of employment history

NB: ***Persons with Disabilities are strongly encouraged to apply.***

Key responsibilities

- Conceptualise and drive initiatives to promote TAF's organisational focus across healthcare, legislation and policy advocacy, social awareness, learning and education, economic empowerment, albinism rights and disability inclusion.
- Manage TAF's existing projects and interventions.
- Ensure that all projects achieve planned results and proactively manage risks that may emerge.
- Ensure timely preparation and delivery of all project reports and donor reports

- Frequently explore funding opportunities and lead all grant writing/fundraising activities.
- Manage TAF's relationship with existing partners and establish new strategic partnerships with the public and private sector, including government MDAs, CSOs, INGOs and foreign missions.
- Ensure continued capacity and performance management for the programmes team.
- Ensure adherence to all TAF policies, especially with regards to programmes/programming.
- Carry out continuous research and analysis, especially in TAF's focal programming areas that will contribute to advocacy activities.
- Ensure that budgets are drawn up for all projects, costs are kept within budgets and proactive reallocation is done when expedient.

Qualifications & Requirements

- Proven experience in programme management (familiarity with the EU programming in Nigeria is an advantage)
- Proven work experience with marginalised groups
- Working knowledge of computer systems, especially Microsoft Office and Google Suit.
- Degree in social science or relevant discipline
- Demonstrable strength in critical thinking and analysis, and analytical writing
- Strong proposal writing and budgeting skill
- Strong command of the English language (verbal and written)
- Report writing skill
- Strong interpersonal and people skills

#2

Job title: **Manager, Finance & Accounts**

Job location: **Abuja**

Minimum experience: **5 years**

Online application process: interested and qualified applicants should send a covering letter and updated CV to careers@albinofoundation.org on or before 27/12/2021 using the job title as subject of the mail. Only shortlisted candidates will be contacted.

References: Successful applicants will be required to provide at least one reference covering at least two years of employment history

NB: *Persons with Disabilities are strongly encouraged to apply.*

Key responsibilities

- Work closely with the programmes department in the development and implementation of budgets.
- Play a lead role in the financial operations of the organisation and ensure timely and accurate financial reports and practices including cash management, payroll, financial disbursements, etc.
- Play a lead role in entering financial information and maintaining all financial records.
- Monitor all expenditure to ensure compliance with approved budgets and correctly authorised.
- Preparation of tax returns and other financial compliance requirements.
- Carry out financial forecasting and risk analysis.
- Advising all staff on cost effectiveness and the procurements process.
- Monitoring and ensuring compliance with all TAF policies (especially the Financial and Procurement policies) and all applicable financial laws and regulations, including the law of taxation.
- Developing an understanding of all donor agreements and ensuring diligent compliance.
- Analysing financial data to provide feedback that will assist in decision-making.
- Bank relationship management, maintaining database of bank account details and facilitating documentation requirements.

Qualifications & Requirements

- Degree in accounting, financial management or related discipline.
- Proven experience in donor-funded programmes/projects.
- Must be a chartered accountant or possess other similar professional qualification.
- Knowledge of financial and non-financial data gathering and analytics.
- Accounting software proficiency including Microsoft Excel, QuickBooks, etc.)
- Financial reporting skill.
- Budgeting skill.
- Detail-oriented.

- Strong use of the English language (oral and written).
- Strong interpersonal skills.
- Ability to prioritise and work without supervision

#3

Job title: **Manager, Communications & IT**

Job location: **Abuja**

Minimum experience: **3 years**

Online application process: interested and qualified applicants should send a covering letter and updated CV to careers@albinofoundation.org on or before 27/12/2021 using the job title as subject of the mail. Only shortlisted candidates will be contacted.

References: Successful applicants will be required to provide at least one reference covering at least two years of employment history

NB: *Persons with Disabilities are strongly encouraged to apply.*

Key responsibilities

- Managing TAF's internal and external communications and IT.
- Coordinating the administration of information technology services within the organisation (including the running of computer systems/networks, software/mobile applications, etc.).
- Creating compelling and targeted content for TAF's activities across mainstream and social media (including press statements, documentaries, social media content, etc.).
- Building and managing TAF's online community and engagements across the different platforms (LinkedIn, Twitter, Facebook, Instagram, YouTube, website, Google, *et cetera*).
- Providing strategy and content for TAF's advocacy storytelling.
- Working with media houses to give visibility to TAF's programmes and interventions.
- Researching, testing and evaluating new technologies that will enhance TAF's work.

Qualifications & Requirements

- Proven work experience in communications and IT
- Working knowledge of computer systems and relevant technological solutions
- Demonstrable understanding and ability to work with mainstream and social media.
- Degree or diploma in any relevant field
- Good command of the English language (verbal and written)
- Ability to multi-task and deliver effectively on short notice
- Critical and innovative thinking
- Strong interpersonal and people skills

#4

Job title: **Monitoring, Evaluation, Accountability & Learning (MEAL) Officer**

Job location: **Abuja**

Minimum experience: **2 years**

Online application process: interested and qualified applicants should send a covering letter and updated CV to careers@albinofoundation.org on or before 27/12/2021 using the job title as subject of the mail. Only shortlisted candidates will be contacted.

References: Successful applicants will be required to provide at least one reference covering at least two years of employment history

NB: *Persons with Disabilities are strongly encouraged to apply.*

Key responsibilities

- Develop and adopt all relevant MEAL frameworks.
- Develop MEAL tools for measuring and reporting indicator performance.
- Provide technical support in developing baseline surveys, assessments, and studies.
- Contribute to updating the log-frame and results against programme indicators with more detailed input provided towards preparing annual reports.
- Ensure that programmes implementation maintain the standards of TAF's quality and consistency.
- Manage the data collection process for key programme deliverables.
- Ensure that all projects have MEAL plans with adequate budgetary provision.
- Develop and update tools for data collection, analysis and processing.
- Analyse quantitative and qualitative data, drafts and reports, presenting the results and sharing findings in an appropriate format
- Monitor and report any anticipated project concerns, risks, emerging opportunities or threats to project implementation
- Ensure that all MEAL-related data and files are properly organised and stored
- Develop and share weekly/monthly MEAL reports with the Manager, Programmes.
- Share relevant MEAL findings with programmes team in an appropriate format and follow-up their implementation

Qualifications & Requirements

- Proven experience in collecting, analysing and presenting data.
- Proven knowledge of computer systems and use of relevant mobile Applications.
- Degree in social science or relevant discipline.
- Demonstrable strength in analytical writing.
- Strong use of English language (oral and written).
- Report writing skill
- Strong interpersonal skills

#5

Job title: **Accounts Officer**

Job location: **Abuja**

Minimum experience: **2 years**

Online application process: interested and qualified applicants should send a covering letter and updated CV to careers@albinofoundation.org on or before 27/12/2021 using the job title as subject of the mail. Only shortlisted candidates will be contacted.

References: Successful applicants will be required to provide at least one reference covering at least two years of employment history

NB: *Persons with Disabilities are strongly encouraged to apply.*

Key responsibilities

- Support the Manager, Finance & Accounts in general accounting functions.
- Support the development and implementation of budgets.
- Support the financial operations of the organisation towards timely and accurate financial reports and practices.
- Monitor the accounting practices to ensure compliance with TAF's policies and processes (especially the Financial and Procurement policies) and all applicable financial laws and regulations, including the law of taxation
- Develop an understanding of donor agreements to monitor diligent compliance

Qualifications & Requirements

- Degree in accounting, financial management or related discipline
- Accounting software proficiency (including Microsoft Excel, QuickBooks, etc.)
- Financial reporting skill
- Budgeting
- Detail-oriented
- Strong use of the English language (oral and written)
- Strong interpersonal skills

#6

Job title: **Personal Assistant to the Chief Executive Officer**

Job location: **Abuja**

Minimum experience: **2 years**

Online application process: interested and qualified applicants should send a covering letter and updated CV to careers@albinofoundation.org on or before 27/12/2021 using the job title as subject of the mail. Only shortlisted candidates will be contacted.

References: Successful applicants will be required to provide at least one reference covering at least two years of employment history

NB: *Persons with Disabilities are strongly encouraged to apply.*

Key responsibilities

- Provide general administrative support to the CEO
- Keep track of the CEO's commitments and responsibilities as well as the deadlines
- Manage the CEO's calendar/schedules and communications
- Make travel arrangements when required
- Prepare and edit presentations, emails, memos and briefs
- Keep track of correspondences and advise the CEO accordingly
- Other ancillary functions

Qualifications & Requirements

- Degree in management or any relevant field
- Experience of social work is an advantage
- Technological savvy
- Strong command of written and oral English language
- Organisational skills
- People skills
- Communication skills
- Confidentiality, discretion & problem-solving
- Time management skills
- Multitasking and ability to prioritise
- Proficiency with Microsoft Office, Google Suite and other relevant applications
- Attention to detail
- Anticipation
- Event coordination