

## VACANCY ANNOUNCEMENT

### Network of People Living with HIV/AIDS in Nigeria NEPWHAN

#### CLM/GHR PROJECT- STATE RECRUITMENT

##### 1. Background

The Network of People Living with HIV/AIDS in Nigeria (NEPWHAN) is the national umbrella body of all of support groups, associations, organizations and constituencies of PLHIV in Nigeria, and is registered with the Corporate Affairs Commission. Core programs and activities of the Network includes Policy Advocacy and Resources Mobilization, HIV/AIDS Treatment Adherence and Community Preparedness, Research and Documentation, HIV Counselling, Testing and Referral Services, Capacity Building, Home Based Care Services, Community System Strengthening, Care and Support for Orphans and Vulnerable Children (OVC), Human Rights Advocacy, and other Cross-cutting Issues including Stigma Reduction, Gender Mainstreaming and Public Private Partnership (PPP). With an estimated 162,722 PLHIV members in over 1,482 registered Support Groups in Nigeria, NEPWHAN is strategically positioned to mobilize, strengthen, coordinate and support community and facility-based initiatives, especially those promoting the involvement and participation of patients' organizations and their well-being.

We are currently seeking qualified candidates for the positions below:

1. State program/ M&E officer – 13 states  
*Oyo, Kaduna, Kano, Gombe, Edo, Abia, Imo, Taraba, Anambra, Kwara, Plateau, Ebonyi And Enugu State*
2. State Coordinator- 11 States  
*Oyo, Kaduna, Kano, Gombe, Edo, Abia, Imo, Taraba, Kwara, Plateau And Enugu State*

DEADLINE FOR SUBMISSION OF APPLICATIONS: 2 Weeks from Date of Advertisement

**JOB TITLE:** State Coordinator

**Job summary:** Coordination, Management and supervision

The Coordinator is the accounting officer of NEPWHAN in the state and its secretariat and shall among other duties perform the following tasks:

- Provides leadership and coordinate all NEPWHAN projects in the state
- Manage human and material resources in the state
- Supervise all programs and projects of NEPWHAN in the state
- Coordinate work plan development for all projects in the state
- Input into the staff recruitment for all NEPWHAN projects in the state
- Coordinate and approve support groups and network registration with NEPWHAN in the state
- Serve as resource to all stake holders in the project in the state
- Assign tasks, roles and responsibilities to NEPWHAN staff as may be necessary within the state
- Carry out other tasks and duties
- Represent NEPWHAN in meetings within the state

##### Qualifications:

- Bachelor's Degree or HND in Social Sciences or other related disciplines.
- Previous work experience in Global Fund HIV/TB Grants
- 5 years' work experience in NGO/CBO or Int'l organizations setting

- Excellent skills in Microsoft office, including Word, Excel and Power point
- Excellent communication (verbal and written) skills, plus organizational and administrative skills
- Working knowledge of Care & Support in HIV interventions in Nigeria.
- Attentive to details, highly organized and self-motivated.

### **State Program /Monitoring & Evaluation Officer**

#### **State program/ M&E officer – 13 states**

*Oyo,Kaduna,Kano,Gombe,Edo,Abia,Imo,Taraba,Anambra,Kwara,Plateau,Ebonyi And Enugu State*

### **Responsibilities**

1. Support development of strategic document data collection/tracking tools for project monitoring.
2. Support to Identify and train M & E officers at state and support group levels on M&E.
3. Responsible for providing technical support to the State/Support Group/CBO M&E officers.
4. Collating reports from State/Support Groups/CBOs initiate review provide feedback and cast M&E Data generated from all Support Groups/CBO.
5. Support the capacity building of SSRs (state M&E, Support group and CBO M&E Officers) for improved data quality.
6. Provide on-going technical assistant to M&E assistants at the National, State and support group offices.
7. Participate in the development of M&E quarterly, monthly and annual reports as well as generate monthly summary report of all program areas from the State Networks into the data management software
8. Participate in routine monitoring visits to project sites, including the conduct of data quality assurance using standard tools.
9. Support daily administrative and technical project implementation
10. Liaise with sub-recipients, consultants, partners etc. for collection, collation and analysis of field data and reports and forward same to the program manager.
11. Coordinates programs at project site and in the office
12. Train and educate volunteers on data collection and interpretation
13. Design data collection forms for collating activities done
14. Give reports on activities being carried out by the program department as stipulated in the manual
15. Organize Training/workshops on HIV/AIDS to staff and volunteers
16. Carry out health talks/Health education, nutritional counseling, career counseling and HIV counseling and Testing at project site
17. Design data collection forms for collating activities done
18. Analyze State level data (Quantitative and Qualitative Data)

## Qualification:

- Bachelor's Degree or HND in Social Sciences or other related disciplines.
- Previous work experience in Global Fund HIV/TB Grants
- 5 years' work experience in NGO/CBO or Int'l organizations setting
- Basic Data Analytics skills (Using any of the following; SPSS, STATA, Excel or Power B.I)
- Basic Knowledge on Gender and Human right program implementation
- Advance Knowledge on Electronic Information Management System (EIMS)
- Excellent Report writing and presentation skills
- Excellent skills in Microsoft office, including Word, Excel and Power point
- Excellent communication (verbal and written) skills, plus organizational and administrative skills
- Working knowledge of Care & Support in HIV interventions in Nigeria.
- Attentive to details, highly organized and self-motivated.

## METHOD OF APPLICATION:

Interested applicants should send their detailed Curriculum Vitae and a 1-page capacity statement electronically to: [hr@nepwhan.org](mailto:hr@nepwhan.org) and copy [nepwhanrecruitment@yahoo.com](mailto:nepwhanrecruitment@yahoo.com)

**(i)** Above documents should be attached as one **MS Word Document**.

**(ii)** Candidates should indicate the position they apply for in the subject line of the email, as follows:  
**Name, Position, and Location.** E.g. *Peter James Okoh\_NEPWHAN Headquarters, Abuja.*

Preference will be given to persons living with HIV PLHIV, who are qualified for the positions.

Only successful candidates will be contacted at every stage

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