

PROJECT MANAGER JOB PROFILE

Our Client is a non-profit organisation focused on raising dynamic, innovative and principled leaders who will drive positive transformation in Africa. We provide relevant and tailored interventions that support effective youth transitions in the area of education, entrepreneurship & employability, civic participation and social mobility for young Africans.

The **Nigeria Youth Futures Funds (NYFF) project implemented by our client** aims to strengthen, support and enable young people in Nigeria for youth leadership, activism and social change through outcome-driven policy engagements and inclusive resourcing that will equip youth in shaping and supporting medium and long-term national development.

We are seeking to hire a highly organised and experienced Project Manager to oversee the successful implementation of the Nigeria Youth Futures Funds (NYFF) project. The successful candidate will report to and work closely with the Executive Leadership and Advisory Board.

OBJECTIVES – Experience in this is a MUST have:

- Equipping young people to re-imagine, co-create, frame and engage in national and regional policy development to drive evidence-based advocacy
- Empowering and supporting youth activists/organizations by building their capacity and providing small grants to enhance their development, effectiveness and growth leveraging ICT tools to contribute to social change
- Engaging young people through online and media platforms to foster collaboration, learning and contribution to reimagining the Nigeria of the future

DUTIES AND RESPONSIBILITIES

- Organize and ensure the successful implementation of the Project
- Coordinate the implementation of visioning retreats and state-level vision workshops for various cohorts of the programme. Plan, implement and facilitate capacity building and strengthening courses/workshops for Nigerian youth leaders and organizations
- Lead the curriculum design and development process for the capacity building and strengthening courses
- Coordinate thought leadership activities within the programme. Follow up to ensure the regular creation and timely update of the thematic reports.
- Supervise and support the monitoring and evaluation processes for the programme and enable effective tracking of project progress and impact, by working with the grants, monitoring and evaluation specialist
- Oversee all activities related to granting and sub-granting for youth leaders and organizations-developing and implementing a transparent process for awarding grants and ensuring compliance with relevant regulations
- Supervise all activities relating to the engagement and participation of programme beneficiaries and other stakeholders

- Oversee all digital media and online policy engagement activities through the Project online repository- ensuring that the online repository is well-maintained and that the necessary support is provided to programme beneficiaries and other stakeholders
- Coordinate the selection process for national and sub-national future working group members, vendors, and other resource persons- includes developing and implementing a transparent process for selecting suitable candidates and ensuring that they are adequately trained and supported
- Efficiently manage the programme budget and ensure the transparent and efficient use of funds in line with organization's policies and procedures, compliant with relevant regulations
- Report to and work closely with supervisors and Advisory Board. Ensure the fulfilment of job tasks and deliverables
- Prepare, share weekly and monthly reports with relevant internal and external stakeholders
- Engage in other emerging tasks as a result of the growth of the organization and as assigned by your Supervisor(s).

The required candidate should possess the following:

1. Minimum of a Master's degree in any field.
2. Minimum of 5 years of robust experience and active engagement in youth leadership development, international development, public policy or associated fields at a management level
3. Experience in programme design and delivery, policy analysis and monitoring and evaluation
4. Think strategically with high creativity, conceptualization and problem-solving skills
5. Demonstrated ability to coordinate multi-stakeholder projects and work in a team
6. Good interpersonal skills, negotiation skills, and sound judgment, excellent communication and speaking skills- both oral and written
7. Strong work ethic; Positive attitude, and willingness to travel locally and regionally
8. Proficient in the use of MS Office suite, Google Suite, data entry and analysis tools
9. Great presentation and stakeholder management skills
10. Performance-driven, mission-oriented, self-driven and motivated
11. Alignment with organizations and partner organizations with youth leadership, activism and social change
12. Entrepreneurial in nature, proactive and looking to work in a fast-paced project and organization

Desired Outcomes

- Young leaders that have effectively engaged government institutions and successfully navigated the inclusion of their aspirations into Nigeria's medium and long-term development strategies.
- A new generation of young activists conscious of their civic responsibilities, comfortable with diversities and social inclusion has emerged.

- Young leaders and activists having gained and applied knowledge and skills of social change organizing, advocacy and social movements in their work.
- Clear and effective links between youth activism and social innovation established through partnerships and ideas developed through the establishment of innovation hubs.
- An online platform established that helps to aggregate youth visions for the future and having become a resource for organizations and government departments working to advance effective and evidence-based youth policies.
- Greater synergy between social media activism and offline social movements established through synchronized movements of young people that engage simultaneously across both spaces

APPLICATION METHOD

Qualified candidates who possess the right competencies and are confident to fulfill our experience for this role should send their CV to resumes@kimberly-ryan.net using the job title as the subject of the mail