African Philanthropy Forum

Job Title:	Program Officer
Reports to:	Head, Communications & Partnerships
Location:	Lagos, Nigeria
Employment:	Full Time
Remuneration:	Provided Upon Shortlisting
Closing Date:	Friday, March 8, 2019

The African Philanthropy Forum (APF) is a strong and vibrant community of partners who, through their strategic giving, investments and influence, foster shared prosperity on the African continent. Through its resources and high impact convenings across the Continent and beyond, APF raises awareness about the important role that strategic philanthropy can play in society. It is committed to creating an enabling environment to transform the culture of giving on the Continent to the extent that it exceeds development aid by 2030. To date, it has reached approximately 1,500 stakeholders in eleven African countries including Cameroon, Egypt, Ethiopia, Ghana, Kenya, Morocco, Nigeria, Rwanda, South Africa, Tanzania and Uganda. For more information, visit africanpf.org.

APF is currently seeking to engage a dynamic, passionate, result oriented and self-motivated individual to fill the position of Program Officer.

Responsibilities:

- Planning and designing APF programs and proactively monitoring progress, resolving issues and initiating appropriate corrective action
- Ensuring effective quality assurance and the overall integrity of APF programs
- Managing budgets, monitoring expenditure and costs against delivered and realized benefits as programs progress
- Working with the Monitoring & Evaluation team to monitor and evaluate program performance against established indicators
- Effectively managing communication with all stakeholders
- Managing program risks towards successful outcomes
- Initiating activities and appropriate interventions wherever gaps in programs are identified or issues arise
- Liaising with vendors and ensuring the delivery of products or services for programs is to the appropriate level of quality, on time and within budget and in accordance with the program plan
- Reporting the progress of programs at regular intervals to the executive team and producing reports for donors
- Managing any tasks that may emerge in the pursuance of the organization's vision
- Providing support for other areas of APF's work towards achieving its vision

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Qualifications & Experience

- Masters degree in social sciences or related discipline
- A minimum of 5 years' experience in development sector
- Understanding and experience about the philanthropic landscape across Africa
- Strategic, creative, and innovative thinking
- Good knowledge of program and project management methods
- High-quality analytical and problem-solving skills
- Effective leadership, interpersonal and communication skills
- Ability to speak French is an added advantage

Skills & Competences

- A commitment to the organization's mission and vision
- Entrepreneurial and innovative approaches to opportunity development
- Ability to work in a start-up, fast-paced environment and handle unexpected events
- Good knowledge of techniques for planning, monitoring and controlling programs
- Good understanding of the procurement process including negotiation with third parties
- Good knowledge of budgeting and resource allocation procedures
- Willingness to work on a flexible schedule and travel as required
- Commitment to high integrity, ethics and professionalism
- Ability to operate effectively both as part of a team and independently
- A result-oriented person passionate about making a real impact and change in Africa and naturally driven by that pursuit
- Ability to work under pressure and prioritize competing tasks

Attitude

- Energetic, proactive approach to work
- An enterprising attitude that is quick to search out alternative solutions to needs or problems
- Exhibits a helpful behaviour beyond strict job requirements
- Flexible, positive attitude towards working in a small but growing organization
- Confident

Note:

The roles and responsibilities outlined above are not exhaustive. Employee will be working in a highly flexible environment and is expected to carry out any other related duties that are within the employee's skills and abilities as appropriate.

Interested candidates should send their applications and CVs along with three reference and a cover note with the subject line indicating Program Officer to vacancies@africanpf.org. Deadline for submission of application is Friday, March 8, 2019. Please note that only shortlisted applicants will be contacted.