



Society for Women Development and Empowerment of Nigeria (SWODEN) Vacancy Announcement: Recruitment for 8-Month Contract Positions

Organization Overview:

Society for Women Development and empowerment of Nigeria **SWODEN** is a non-discriminatory and not-for-profit non-governmental organization. The organization was established in 1995 and registered with Corporate Affairs Commission to address current challenges faced by women and youth in accessing basic information and services at the community level that affects their development and also participation in policy development at both micro and macro level.

Our mission; is to provide quality health services, agricultural interventions, innovative and transforming educational and economic development opportunities to women and young people in collaboration with other stakeholders to improve their quality of life and their participation in good governance.

The affected groups constitute a large percentage of our population and mostly neglected in policy formulation and implementations. We design and provide innovative and quality services [i.e. Reproductive Health, HIV/AIDS, STI, Malaria and TB, Agriculture, Educational and Economic development) to our target groups in both rural and urban communities of Nigeria, this is in collaboration with the communities and other organizations. Our head office is situated in Kano and branches in Jigawa, Katsina, Nasarawa states and Federal capital territory of the northern Nigeria and working in collaboration with NGOs in Bauchi, Gombe, Kaduna, and Yobe states to implement programmes. We provide community-based services in the forty-four (44) Local Government Areas of Kano, four (4) LGAs in Jigawa and three (3) LGAs in Katsina, states respectively.

Project Overview

This project – EMPOWOMENT IRISH Project – seeks to respond directly to the intersecting issues of poverty, gender-based violence, and educational exclusion affecting women and girls in Jigawa State. By strengthening household economic empowerment, the initiative aims to build financial resilience, reduce the drivers of GBV, and support the re-entry of out-of-school girls into safe and supportive learning environments. It aligns with national and international development priorities and offers a scalable model for inclusive, transformative change in marginalized communities.

We are currently seeking qualified and dynamic professionals to fill the following positions on a 12-month contract basis, as part of our upcoming project implementation cycle. All interested candidates are invited to apply by submitting their cover letter and CV via email only.

Vacant Positions:

Project Manager
Livelihood Officer
GBV Sensitization Officer
Education Officer
M&E Officer
Finance Officer
Agricultural Officer

Contract Duration: 8 months September 2025 – April 2026

Application Period: August 22nd –29th, 2025

Application: Click on the Apply button to enter your details and upload your documents

Application Requirements:

- Cover Letter
- Curriculum Vitae (CV)

Only shortlisted candidates will be contacted.

Detailed Job Descriptions:

1. Project Manager

Location: Jigawa /State Offices

Contract Duration: 8 Months

The Project Manager will be responsible for:

- Provide overall leadership and strategic direction for the project, ensuring alignment with SWODEN Nigeria & Irish Aid's mission and project objectives.
- Develop and oversee the implementation of comprehensive project work plans, budgets, and operational strategies.
- Manage project resources, including human resources, finances, and assets, ensuring efficient and accountable utilization.
- Supervise project staff (Education Officer, Livelihood Officer, GBV Sensitization Officer, etc.), fostering a cohesive and high-performing team.
- Ensure timely and high-quality implementation of all project activities, including girl-child education reintegration, women's skills training, economic empowerment, and GBV sensitization.
- Establish and maintain strong relationships with government agencies, local authorities, community leaders, traditional institutions, and partner organizations.
- Oversee project monitoring, evaluation, accountability, and learning (MEAL) activities, ensuring accurate data collection, analysis, and reporting.
- Identify and mitigate project risks, developing contingency plans as necessary.
- Prepare and submit timely, accurate, and comprehensive narrative and financial reports to SWODEN Nigeria management and donors.
- Represent SWODEN Nigeria at relevant coordination meetings, workshops, and forums at the LGA and state levels.
- Ensure compliance with donor regulations, organizational policies, and relevant national laws.
- Promote gender equality, safeguarding, and protection principles across all project interventions.

Requirements and Qualifications

- Master's degree in Project Management, Development Studies, Social Sciences, Education, Business Administration, or a related field. A relevant Bachelor's degree with extensive experience may be considered.
- Minimum of 5 years of progressive experience in managing complex development projects, preferably in the education, livelihoods, or protection sectors.
- Proven experience in project cycle management (PCM), including planning, implementation, monitoring, evaluation, and reporting.
- Strong financial management skills, including budget development, tracking, and oversight.
- Demonstrated leadership and team management skills, with the ability to motivate and mentor staff.
- Excellent interpersonal, communication, negotiation, and representation skills.
- Ability to work effectively in a multi-cultural environment and with diverse stakeholders.

- Strong analytical, problem-solving, and decision-making abilities.
- Proficiency in English and Hausa (oral and written) is mandatory.
- Advanced computer skills, especially in Microsoft Office Suite and project management software.

Desirable Qualifications/Skills

- Project Management Professional (PMP) or equivalent certification.
- Experience working specifically in Jigawa State or similar contexts in Northern Nigeria.
- Experience with donor reporting requirements for major international donors.
- Knowledge of humanitarian principles and protection standards.
- Experience in conducting context analysis and conflict sensitivity assessments

A. Responsibilities & Deliverables

- Approved inception report and work plan within the first month.
- Monthly and quarterly narrative reports.
- Training manuals and workshop reports.
- Final project report and evaluation inputs.
- Functional referral pathways and coordination mechanisms.

2. Monitoring and Evaluation (M&E) Manager

Location: Jigawa/Birnin Kudu/State Offices

Contract Duration: 8 Months

The M&E Officer will be responsible for

Monitoring and Evaluation System Development

- Develop and implement an M&E framework aligned with the project's goals and indicators.
- Design M&E tools and methodologies (e.g., baseline, midline, and endline surveys).
- Ensure the inclusion of gender-sensitive and survivor-centered M&E approaches.

Data Collection and Analysis

- Coordinate timely and ethical data collection in the LGA.
- Train project staff and data collection offi on data collection methods and tools.
- Analyze qualitative and quantitative data to assess progress and impact.

Reporting and Documentation

- Prepare monthly, quarterly, and final M&E reports, ensuring disaggregated data (e.g., age, gender, location).
- Document lessons learned, success stories, and case studies for internal and donor reporting.
- Support the Project Manager in developing donor reports and presentations.

Accountability and Learning

- Establish beneficiary feedback and complaints mechanisms.
- Facilitate regular learning sessions with project staff and stakeholders.
- Use findings to inform adaptive management and improve service delivery.

Collaboration and Capacity Building

- Work closely with program, protection, health, and GBV teams.
- Build capacity of field staff in M&E processes, tools, and standards.
- Represent the project at local and state-level coordination platforms on M&E when required.

Requirements and Qualifications

- Bachelor's degree in Statistics, Social Sciences, Public Health, Development Studies, or related field (Master's preferred).
- Minimum of 3–5 years of M&E experience in humanitarian or development projects, preferably in GBV or protection programming.

- Strong skills in data collection, analysis (SPSS, Excel, KoboToolbox, or similar tools), and reporting.
- Knowledge of ethical considerations in GBV data management and confidentiality.
- Experience working in conflict-affected or rural northern Nigeria contexts.
- Fluency in English and Hausa (written and spoken); knowledge of Fulfulde is an asset.
- Strong communication, coordination, and team collaboration skills.

Deliverables

- Approved M&E Plan and tools
- Baseline, midline, and endline reports
- Monthly and quarterly monitoring reports
- Feedback mechanism report and analysis
- Learning briefs and documentation of success stories
- Final M&E summary report

3. Finance Officer

Location: Jigawa/Birnin Kudu/State Offices

Contract Duration: 8 Months

The Finance Officer will be responsible for:

✓ **Financial Management & Reporting**

- Prepare and monitor project budgets, forecasts, and expenditures in line with donor requirements and organizational policies.
- Maintain accurate and up-to-date financial records using accounting software and tools.
- Prepare monthly, quarterly, and annual financial reports for internal use and donor submission.
- Ensure timely reconciliation of bank accounts, petty cash, and project expenditures.
- Monitor cash flow and ensure adequate funds are available for project implementation.

✓ **Compliance and Risk Management**

- Ensure compliance with donor regulations, local laws, and organizational financial procedures.
- Support internal and external audits, and ensure timely resolution of audit findings.
- Identify financial risks and develop mitigation strategies in collaboration with the Project Manager.

✓ **Procurement and Disbursement Oversight**

- Work with procurement teams to ensure proper financial documentation and compliance with procurement guidelines.
- Oversee the preparation and disbursement of payments to vendors, staff, and partners.
- Ensure all financial transactions are supported with appropriate documentation.

✓ **Capacity Building and Support**

- Provide financial training and support to project staff and local implementing partners as needed.
- Support field teams in understanding and applying financial procedures and donor compliance.

✓ **Coordination and Representation**

- Liaise with finance departments at the head office, donors, banks, and other stakeholders as required.
- Attend project meetings and contribute to financial planning and decision-making.

Requirements and Qualifications

Education:

- A Bachelor's degree in Finance, Accounting, Business Administration, or a related field. A Master's degree or professional qualification (e.g. ACCA, ICAN) is an added advantage.

Experience:

- Minimum of 3–5 years of experience in financial management in the NGO/humanitarian sector.
- Experience working on donor-funded projects (e.g. UN, EU, USAID, DFID) and understanding of donor financial regulations.
- Experience working in conflict or emergency contexts, ideally in northern Nigeria.

Skills:

- Proficiency in accounting software (e.g. QuickBooks, Sage) and Microsoft Excel.
- Strong analytical, reporting, and communication skills.
- High attention to detail and integrity.
- Fluency in English; knowledge of Hausa is an advantage.

4. Education Officer

Location: Jigawa / Implementing LGA Birnin Kudu

Contract Duration: 8 Months

The Education Officer will be responsible for;

Key Responsibilities

- Lead the identification, mobilization, and enrollment of out-of-school girls and women for formal school reintegration.
- Develop and implement strategies for effective literacy and numeracy instruction within the project.
- Coordinate with relevant educational institutions, local authorities, and community structures to ensure smooth reintegration processes.
- Monitor the attendance, academic progress, and retention of beneficiaries in schools and literacy classes.
- Support the integration of foundational literacy and numeracy into skills training curricula.
- Organize and facilitate awareness campaigns on the importance of girl-child education and women's literacy.
- Prepare detailed work plans and activity reports for educational interventions.
- Ensure all educational activities align with project goals and SWODEN Nigeria's operational guidelines.
- Manage educational resources and materials efficiently.

Data Collection & Reporting

The Education Officer will be responsible for meticulous data collection and reporting related to all educational activities. Key data deliverables include:

- **Beneficiary Registration:** Accurate and complete registration forms and profiles for all enrolled girls and women.
- **Attendance Tracking:** Daily/weekly attendance records for school reintegration, literacy classes, and educational support sessions.
- **Progress Assessments:** Records of pre- and post-intervention assessments to measure learning gains (literacy, numeracy).
- **Retention Data:** Regular updates on beneficiary retention rates within formal schooling and literacy programs.
- **Challenges and Solutions:** Documenting challenges faced by beneficiaries and implemented solutions.
- **Success Stories:** Collection and documentation of individual success stories and case studies demonstrating impact.
- **Activity Reports:** Timely submission of weekly and monthly activity reports detailing progress, challenges, and next steps.

Requirements and Qualifications

Essential:

- Bachelor's degree in Education, Social Sciences, Development Studies, or a related field.
- Minimum of 3 years of experience in implementing education programs, preferably in NGOs or community-based settings.
- Proven experience working with out-of-school children, women, and vulnerable populations.
- Strong understanding of the Nigerian education system, especially in northern Nigeria.
- Excellent communication, interpersonal, and mobilization skills.
- Ability to work independently and as part of a team in challenging environments.
- Proficiency in English and Hausa (oral and written) is mandatory.
- Strong report writing and presentation skills.

Desirable:

- Female candidates strongly encouraged to apply.
- Experience in M&E (Monitoring & Evaluation) for educational programs.
- Familiarity with the socio-cultural context of Jigawa State.
- Proficiency in using data collection tools (e.g., KoboToolbox, ODK).
- Experience in curriculum development for non-formal education.

5. Livelihood Officer

Location: Jigawa/ Implementing LGA Birnin Kudu

Contract Duration: 8 Months

The Livelihood Officer will be responsible for;

Key Responsibilities

- Lead the design and implementation of livelihood interventions that enhance the economic resilience of beneficiaries, particularly women and girls.
- Conduct market assessments to identify viable vocational skills, business opportunities, and value chains aligned with local needs and market demand.
- Work closely with beneficiaries to develop tailored livelihood plans and support their participation in vocational and entrepreneurship training programs.
- Monitor and evaluate the progress and outcomes of livelihood interventions, providing regular reports and recommendations for improvement.
- Facilitate distribution of resources such as startup capital, tools, and materials needed for income-generating activities.
- Promote sustainable livelihood practices that consider environmental and social factors.
- Support the integration of gender-sensitive approaches within livelihood programming to ensure inclusivity and equal opportunities.
- Provide ongoing mentorship and follow-up support to beneficiaries to enhance their business skills and success.

Data Collection & Reporting

- **Beneficiary Registration:** Accurate and complete registration forms and profiles for all skills training participants.
- **Training Attendance:** Daily/weekly attendance records for all vocational skills training sessions.
- **Skills Assessment:** Records of pre- and post-training skills assessments to measure competency gains.
- **Grant/Start-up Kit Tracking:** Detailed records of small business grant disbursements or start-up kit distributions.
- **Business Establishment/Growth:** Data on the type, number, and profitability of businesses established or expanded by beneficiaries.
- **Income Generation:** Tracking of income levels or economic improvements among empowered beneficiaries.
- **Market Linkages:** Documentation of linkages created between beneficiaries and markets/suppliers.
- **Challenges and Solutions:** Documenting challenges faced by beneficiaries in their economic activities and implemented solutions.
- **Success Stories:** Collection and documentation of individual success stories and case studies demonstrating economic impact.

Requirements and Qualifications

Essential:

- Bachelor's Degree in Agriculture, Economics, Business Development, Social Sciences, or related fields.
- Minimum of 3 years' experience in livelihood programming, preferably in conflict-affected or fragile contexts.
- Strong knowledge of vocational training, entrepreneurship development, and market systems.
- Experience working with vulnerable populations, including women and girls, in livelihood enhancement.
- Excellent communication, facilitation, and stakeholder engagement skills.
- Ability to analyze market trends and adapt programs accordingly.
- Proficient in MS Office and basic data management.
- Fluency in English; knowledge of Hausa or other local languages is an asset.
- Fluency in Hausa and good understanding of local dialects in Birnin Kudu LGA.
- Strong interpersonal and communication skills, with sensitivity to cultural and conflict dynamics.

Desirable:

- Female candidates strongly encouraged to apply.
- Previous experience working in humanitarian settings.

6. GBV Sensitization Officer

Location: Jigawa / Implementing LGA Birnin Kudu

Contract Duration: 8 Months

The GBV Sensitization Officer will be responsible for;

- Organizing and facilitating community dialogues and workshops on gender equality, women's rights, and GBV prevention.
- Prepare detailed work plans and activity reports for GBV sensitization and response interventions.
- Ensure all GBV activities adhere to international best practices, ethical guidelines, and SWODEN Nigeria's safeguarding policies.

Case Management & Referrals

- Develop and deliver comprehensive GBV sensitization and awareness-raising sessions for project beneficiaries (out-of-school girls and women), community members, parents, and local stakeholders.
- Identify and support women and girl survivors of sexual violence through safe, confidential, and survivor-centered approaches.
- Conduct initial assessments, develop case plans, and follow up with cases requiring multi-sectoral support.
- Provide direct referrals to health, psychosocial, legal, and shelter services as needed.
- Coordinate with service providers to ensure timely and appropriate assistance is delivered.

Community Engagement

- Work closely with community leaders, women's groups, and youth representatives to raise awareness on SGBV, rights of survivors, and available support services.
- Facilitate safe space activities for women and girls to promote resilience and social cohesion.
- Promote community-led protection mechanisms and monitor potential protection risks.
- Advocate for the rights of women and girls and challenge harmful social norms that perpetuate GBV.

Capacity Building & Coordination

- Work closely with the Education and Livelihood Officers to integrate GBV prevention messages and safeguarding principles into all project activities.
- Support community-based volunteers and focal points with training and mentoring on SGBV identification, referral pathways, and survivor support.
- Participate in LGA-level protection coordination forums, case conferences, and inter-agency meetings.
- Ensure all activities are aligned with Do No Harm principles and promote the safety, dignity, and empowerment of survivors.

Data Collection & Reporting

The GBV Sensitization Officer will be responsible for meticulous and confidential data collection and reporting related to GBV prevention and response activities. Key data deliverables include:

- **Sensitization Records:** Documentation of all awareness sessions conducted (dates, participants, topics covered).
- **Training Attendance:** Attendance sheets for GBV prevention training for beneficiaries and community members.
- **Referral Tracking:** Confidential records of GBV referrals made, including service type and follow-up status (without identifying details).
- **Incident Documentation (De-identified):** Aggregated and anonymized data on GBV types, trends, and reported incidents, strictly adhering to ethical guidelines.
- **Community Feedback:** Documentation of feedback from community dialogues and safe spaces regarding GBV issues.
- **Success Stories:** Collection and documentation of anonymized success stories related to GBV prevention or survivor support.

Requirements and Qualifications

Essential:

- Bachelor's degree in Social Work, Psychology, Gender Studies, Sociology, Public Health, or a related field.
- Minimum of 3 years of experience in implementing GBV prevention, response, or protection programs, preferably within an NGO context.
- Demonstrated experience in community mobilization, training, and facilitation, especially on sensitive topics.
- Knowledge of international and national GBV guiding principles and referral pathways.
- Excellent communication, interpersonal, and empathy skills, with a compassionate approach to survivor support.
- Ability to maintain strict confidentiality and work ethically in challenging and sensitive environments.
- Proficiency in English and Hausa (oral and written) is mandatory.
- Strong interpersonal and communication skills, with sensitivity to cultural and conflict dynamics.
- Strong report writing and documentation skills.

Desirable:

- Female candidates strongly encouraged to apply.
- Previous experience working in humanitarian settings or insecure environments.
- Familiarity with the context of Jigawa State and ongoing GBV challenges in the Northwest.

Deliverables

- Weekly case reports and survivor referral logs (confidential format).
- Monthly protection activity reports and incident trends.
- Community feedback and engagement reports.

General Requirements for All Candidates:

- Nigerian citizenship or valid work permit.
- Strong commitment to gender equality and women's empowerment.
- High level of integrity, professionalism, and confidentiality.
- Ability to work in a fast-paced, multi-tasking environment.
- Team player with excellent communication and time management skills.

SWODEN is an equal opportunity employer. Female candidates and persons from marginalized groups are strongly encouraged to apply.

For more information about SWODEN, please visit our website www.swoden.org or contact us directly via email: swodeninfo@yahoo.com

Thank you for your interest in working with SWODEN.