

Vacancy Advert

The Partners for Peace Network in the Niger Delta (P4P - <https://p4p-nigerdelta.org/>) is peacebuilding and capacity-building organization aimed at building the capacity of peace actors in the Niger Delta Region to be able to intervene in conflicts. We do this by giving capacity-building training, and small grants and assisting our state chapters in the region to intervene in conflicts at the grassroots level. P4P currently has a network strength of more than 10,000 peace actors working in the region.

Partners for Peace Network is currently seeking qualified candidates for the following roles.

Job Title: Administrative and Programs Intern

Location: Port Harcourt, Nigeria

The Administrative and Programs intern would support the administrative staff in collecting, collating, and organizing data from the various state chapters and their intervention activities. The intern would support online communications, program activities of the network, and monitoring and evaluation.

Responsibilities:

- Assist with making calls, emails, and other communications to network members of P4P and stakeholders
- Assist with quarterly feedback calls and reporting to P4P donors
- Support with posts on the P4P social media handles
- Provide support during CWC Meetings, Joint meetings, and other key quarterly meetings of the network.
- Assist with the documentation of P4P intervention activities across the region.
- Track updates from state program officers about activities in various states
- Support the P4P Programs staff and Facilitation team to design P4P activities and programs for the year.
- Assist with the documentation of P4P success stories
- Assist with creating and posting content on P4P social media handles and website
- Assist with writing and disseminating P4P newsletters and conflict trackers to stakeholders.
- Any other related duties.

Educational Requirements

A University degree.

Skills and Experience

- Experienced user of MS Office tools i.e., Word, Excel, and PowerPoint
- Experienced user of Google Drive and other Google products
- Skilled user of any graphic designing application e.g. Canva, Photoshop, CorelDraw, etc.
- Basic understanding of reporting and article writing.
- Understanding data collection and analysis is an added advantage.



- Excellent communication skills, both verbal and written.
- Strong people skills.
- Excellent organizational skills.

Job Title: Finance Intern

Location: Port Harcourt, Nigeria

The Finance Intern would support the Finance Officer in bookkeeping, documentation, and other finance-related activities of the network. He/She can practically apply his/her theoretical knowledge of financial laws, and government policies in his/her day-to-day work with the network.

Responsibilities:

- Review and support P4P transactions.
- File and scan relevant financial documents.
- Support interventions and reconcile financial advances.
- Follow up with states to ensure proper retirement of grants for interventions.
- Undertake bank transaction activities
- Support the finance officer with other related financial activities.
- Any other related duties.

Educational Requirements

A University degree in a finance/accounting or related subject area.

Skills and Experience

- Experienced user of MS Office tools i.e., Word, Excel, and PowerPoint
- Experienced user of Google Drive and other Google products
- Experience using Quik Books or any finance-related applications
- Basic understanding of financial reporting
- Expertise in numbers and good math skills are very important
- The intern must know the basic principles and practices of accounting and financial analysis
- Must be able to collect, evaluate and interpret data, in both statistical and narrative form
- Should be capable of preparing files and maintaining records and documentation
- Should have good written and oral communication skills
- Other skills required are related to problem-solving, entering and verifying data, knowledge of computers, various software applications, and standard office equipment

Job Title: Grant Consultant

Location: Port Harcourt, Nigeria

The grant consultant would assist the P4P network to seek out and apply for external grants for the network to support its activities.

Responsibilities:

- Search for external grants suitable for the network
- Assist the P4P secretariate in designing applications, proposals, and budgets for external donors
- Review and edit proposals by states for external donors
- Developing relationships and collaborating with key stakeholders.
- Displaying adherence to the organization's mission.
- Maintaining proficient knowledge of the organization's history and programs.
- Assisting with the execution of the development department's strategy.
- Identifying grant funding opportunities.
- Writing, submitting, and managing grant proposals.
- Furnishing prospective funders with supporting documents.
- Collaborating with Executive Director and Director of Development to send funders newsletters, and to promote on-site tours.
- Collaborating with the Director of Development to compile an annual report.
- Maintaining records in hard copies and computer databases.
- Any other related duties.

Educational Requirements

A Bachelor's degree in creative writing or a related field. A post-graduate degree will be an added advantage.

Skills and Experience

- 2 – 3 years of grant writing experience
- Knowledge of the NGO/development space
- Proficient with measuring and reaching income goals.
- Proficient with MS Office Word and Excel.
- Excellent knowledge of fundraising information sources.
- Excellent communication skills, both verbal and written.
- Strong people skills.
- Excellent organizational skills.
- Ability to meet deadlines.

To Apply

Send CV and Cover Letter to partners4peace16@gmail.com

Deadline 17th June, 2022. Only selected candidates will be contacted for interview.