

Position Title:	Project/Program Officer
Position Location:	Jos, Nigeria
Reports jointly to	FRI Regional Representative; FRI Senior Program Officer, West Africa; IMESO Executive Director
Works closely with:	FRI Regional and Country Radio Craft Officer, Digital Innovation Team, Knowledge Management Team, Radio Resources Department, IMESO Finance Department, Radio Enabling Green Innovation (REGI) Project Administrator
Length of contract:	1 year position with possibility to renew

NATURE AND SCOPE OF THE POSITION

This position will lead the in-country management of a new agricultural radio project in Plateau State, Nigeria, funded by GIZ and implemented by Farm Radio International (FRI). Working closely with GIZ and local partners, and coordinating with FRI specialty teams, country, regional and global staff, the Project/Program Officer will ensure effective implementation of the Radio Enabling Green Innovation (REGI) project to the highest standards. He/she will also provide support to other FRI initiatives in the country.

We are seeking an individual with good project management experience, and knowledge in radio programming and communication for development. Though not required, knowledge on digital services and business development will be assets.

KEY AREAS OF RESPONSIBILITY

1. Execute Project Officer responsibilities for Radio Enabling Green Innovation (REGI) project (70-80%)
2. Support Radio Craft (RC) responsibilities for REGI project (5-10%). The focus crop is potato.
3. Support Digital Innovations responsibilities for country projects where skills apply (10-15%)
4. Other support to Farm Radio (5-10%)

1. Execute Project Officer responsibilities for REGI project

Ensure implementation of the Radio Enabling Green Innovation (REGI) project to the highest standards and to the satisfaction of all stakeholders, including farmers, funders, radio partners, extension services, and project collaborators:

Project planning

- Input in the development of Project Implementation Plans (PIP) and spending plans
- Develop annual work plans (working with other project staff)
- Ensure work plans and spending plans are updated

Project implementation

- Ensure all activities run according to work plans and spending plans
 - Coordinate directly with in-country project partners
 - Convene regular project team meetings
 - Report to regular internal project review meetings
- Lead implementation of planned activities
 - Formative research
 - Key stakeholder group contact, training
 - Coordinate baseline, midline, endline surveys
 - Oversee program production and delivery

Monitoring, learning, evaluation and reporting

- Ensure monitoring and first drafts of complete and timely reports
 - Monitor reporting deadlines and ensures action taken by different actors
 - Draft project reports, including evaluations, and briefs on time
- Ensure preparation and realisation of project evaluations and reporting

Other

- Troubleshoot any issues in-country (working with other FRI and IMESO staff)
- Input in project communications (briefs, press info, etc.)

2. Support RC responsibilities for REGI project

In collaboration with the Regional Representative, Radio Craft Team Lead and the Radio Craft Officer, support and ensure that all Radio Craft components of the REGI project are delivered effectively and to the highest standards.

Support Radio Craft Officer in:

Program design

- Plan, deliver, evaluate and report on design workshops for REGI using the latest design method

Capacity-building of radio partners

- Assess the skills of the station involved in the REGI project and assist in station selection
- Plan, deliver, evaluate and report on In-Station Training for the station(s) engaged for the REGI project using the latest FRI training methods
- Provide distance coaching to the station involved in the REGI project
- Support project station(s) to adapt and use FRI's broadcaster resources

Quality Assurance

- Monitor radio programs and offer follow up information to the station involved in the REGI project

Link with Farm Radio Specialty Teams

- Ensure that design documents and in-station training plans are discussed and/or reviewed by the RCT Lead

Community Listening Groups

- Contribute to establishing, supporting and liaising with listening groups and advisory groups

Insights

- Share lessons learned and insights from RC activities in Nigeria for continuous improvements of FRI methods

3. Support DI Responsibilities for country projects (where skills apply, and not a requirement)

- Support and ensure that the agreed Digital Innovation services in the REGI project are delivered effectively and to the highest standards.
- Collaborate with the Digital Innovations (DI) and Radio Craft (RC) teams to ensure that all interactive components (ICTs) of the REGI project are planned, implemented, monitored including Uliza and IVR services.
- Assist the knowledge management team in conducting surveys, evaluations and/or studies to measure the outcomes and impacts of projects.

4. Other

- Contribute to annual work plans and budgeting activities for Nigeria
- Assist IMESO and FRI in program development work
- Liaise with the Radio Craft Officer and Radio Resources (RR) team to ensure radio partners subscription, orientation, monitoring and use of radio resources..
- Contribute to insight and knowledge sharing activities
- Represent FRI in-country, as directed
- Support to PD efforts and other FRI projects in the country
- Assist with in-country registration and coordination

Qualifications

- University degree in Project Management, Radio Journalism or a related field or the equivalent work

experience in a relevant field. The minimum academic qualification is a Bachelor's degree. A Master's degree would be an additional asset.

- 5+ years experience in project management and reporting.
- 3+ years experience in radio and/or communication for development programming
- 3+ years experience in interactive and participatory training, facilitating and coaching
- Knowledge of ICTs, particularly experience with IVR services, is a strong asset
- Experience in Business Development is also an asset
- Strong capacity for facilitating participatory, multi-stakeholder initiatives
- Experience of monitoring and evaluation
- Excellent communication, writing and presentation skills in Hausa and English
- Familiarity with the environment is an asset
- Willingness to travel

Method of application

Interested applicants should submit cover letter and CV to the Manager, Finance and Administration, Institute for Media and Society (IMESO): imesoimeso@hotmail.com and info@imesoimeso.org; on or before **Monday, April 5, 2019**.