



We are Hiring.....Join our Team!

Issue Date: May 13, 2020

Closing Date: May 27, 2020

Disability Rights Advocacy Center (DRAC) is a Not-for-Profit Civil Society Organization that works to protect the rights of Persons with Disabilities (PWDs) and promote their Inclusion in the Development Agenda.

A pioneer in the field of disability programming in Nigeria, DRAC uses an array of innovative and creative tools and methods to engage with duty bearers and raise public awareness on disability rights, with the primary aim of ensuring inclusion and access at all levels for persons with disabilities, with a special focus on Women and Girls with Disabilities (WGWDs) in Nigeria.

We are currently implementing a project aimed at breaking the cycle of poverty and violence among women and girls with disabilities (WGWD) through social, economic and political empowerment. The project will cover 14 communities that DRAC is already working in; two from each of the 6 Area Councils in the Federal Capital Territory (FCT) and Mararaba in Nasarawa State.

The project will support WGWD to set up Village Savings and Loans Associations (VSLA) in each community (58 groups in total). Also, the project will provide leadership opportunities for WGWDs to practice leadership skills in a supportive context.

We are looking for suitable and qualified individuals to join our team and support the vision of this project. We are recruiting to fill the position below:

Job Title: Livelihood Support Volunteers (7)

Location: Communities in the 6 Area Councils of the FCT and Mararaba, Nasarawa State

Duration: 12 months

Job Type: Fulltime

Type of role: Community Based Inclusive Development (CBID)

Start date: Immediately

Job Purpose and Scope of Work

The major of this role is to mentor and monitor women and girls with disabilities in communities in the 6 Area Councils of the FCT and Mararaba in Nasarawa State, to set-up and manage Village Savings and Loans Associations. More importantly, to ensure the groups are established effectively and respond swiftly to any issues arising, this will gradually reduce as WGWD are trained and become more confident to run the groups independently.

Job Responsibilities:

- Mobilization of community groups
- Mobilization and awareness raising with local leadership
- Training of community groups on VSLA
- Mentoring, Monitoring and supervision of community VSLA groups
- VSLA data gathering and entering in SAVIX information exchange
- Weekly visit to VSLA groups
- Preparation of weekly/monthly report

Internal Reporting:

- Submit weekly and monthly plans/reports to DRAC Livelihood officer
- Document and share successes and case stories, and lessons learnt.
- Input information in SAVIX
- Participate in project planning and review meetings

EMPLOYEE SPECIFICATION

Qualifications and Experience

- OND or HND in any related field
- Minimum of secondary education
- Proven experience of managing and supporting staff
- Experience working in communities or informal community settings
- Experience in community development

Knowledge and Skills

- Good inter-personal communication and diplomatic skills
- Proven facilitation skills
- Team-player and motivational skills
- An understanding of basic administration, finance and logistics
- An understanding of monitoring and reporting
- Strong level of computer skills (Windows, MS Office, Email and Internet)
- Knowledge of data and database management
- The ability to analyze problems and develop lasting solutions in line with DRAC approaches.

Required*

- Ability to use Excel
- Native Speaker of local language (Hausa, Gbegiri)
- Living in the community within the area council
- Familiarity with community routes

Deadline for Applications:

5:00pm, Friday, May 27, 2020

Method of Application:

Interested and qualified candidates should send via email, their Resume (with contact details of at least 2 professional referees) and a Cover Letter explaining suitability and motivation for the job to: procurement@drac-ng.org and copy drac.nigeria@gmail.com.

Note:

- Only Electronically submitted applications via email will be entertained and all application information should be contained in only ONE MS Word document.
- Subject line of emails must clearly state the Job Title of position applied for and location of residence e.g. **Livelihood Support Volunteer - Bwari Area Council**.
- Only shortlisted candidates will be contacted for follow up and interview.
- DRAC is an equal opportunities employer and particularly welcomes applications from young women and persons with disabilities who meet the above qualifications.
- Due to the nature of our volunteer placements, it is possible that the responsibilities of this role may differ and therefore the postholder will need to be prepared to be flexible and adapt to their environment, as necessary.