



## VACANCY ANNOUNCEMENT

**Application Deadline:** April 26, 2025

**Position Title:** Human Resource and Administrative Officer

**Reports to:** Executive Director

**Location:** Abuja, Nigeria

**Duration:** Full-time

**Start Date:** Immediate

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### About DRAC:

The **Disability Rights Advocacy Center (DRAC)** is a women-led, disability-focused organization that works to promote the rights of persons with disabilities, especially women and girls. DRAC implements programs and policies that remove barriers, strengthen voices, and create access to justice, health, education, and economic empowerment.

We are currently seeking a **dynamic, organized, and proactive Human Resource and Administrative Officer** to join our team in Abuja.

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### Key Responsibilities:

#### Human Resource Management

- Coordinate recruitment, onboarding, and orientation of new staff
- Maintain and update personnel records, including leave, benefits, and performance appraisals
- Facilitate staff development and welfare programs
- Monitor and ensure compliance with internal HR policies and labour laws
- Support conflict resolution, disciplinary procedures, and grievance management

#### Administrative Support

- Oversee daily office operations and ensure smooth running of support services
- Manage office inventory, supplies, and equipment
- Handle logistics for meetings, trainings, travel, and events

- Maintain documentation and filing systems for the organization
  - Liaise with vendors, service providers, and facility management
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#### **Qualifications and Experience:**

- Minimum of a Bachelor's degree in Human Resource Management, Business Administration, or related field
  - At least 3 years of proven experience in a similar HR/Admin role (experience in a non-profit organization is an advantage)
  - Knowledge of Nigerian labour law and HR best practices
  - Strong interpersonal and communication skills
  - Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
  - High level of discretion, integrity, and attention to detail
  - Ability to multitask and work under pressure
  - Experience working with persons with disabilities or a strong understanding of disability inclusion is an added advantage
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#### **How to Apply:**

Interested candidates should send their **CV and a one-page cover letter** detailing their suitability for the role to [recruitment@drac-ng.org](mailto:recruitment@drac-ng.org) with the subject line: **"Application – HR/Admin Officer"** latest by **5pm April 26, 2025**.

Only shortlisted candidates will be contacted. DRAC is an equal opportunity employer and strongly encourages applications from women and persons with disabilities.