



VACANCY NOTICE

Open to Internal & External Candidates

Position: Program Officer

Location: Abuja

Type of Appointment: Full Time

Closing Date: January 21st, 2021

Background

The CLEEN Foundation (formerly known as Centre for Law Enforcement and Education) is a non-governmental organization established in January 1998 with the mission of promoting public safety, security and accessible justice through the strategies of empirical research, legislative advocacy, demonstration programmes and publications, in partnership with government, civil society and the private sector. CLEEN Foundation is in special consultative status with the Economic and Social Council of the United Nations in New York, United States of America since June 2020, and has observer status with the African Commission on Human and Peoples' Rights based in Banjul, The Gambia.

We seek to recruit highly resourceful and result oriented and dependable individual for the position of Program Officer in our Abuja office.

About the Role

This role leads our Research and Strategy Development Unit; with a mandate to strengthen CLEEN's capabilities on evidence; influence wider sector thinking on development research and projecting the CLEEN Foundation as thought leader in the areas of public safety, security and justice sector reform in Africa. The significance of this is to build CLEEN's profile as an organisation that produces credible research outputs in collaboration with academics and research institutes in the global North and South. This role is designed to strengthen CLEEN's ability to develop research partnerships at national and regional level across our thematic areas, working with team members and supporting them to think through the types of research partnerships which would be useful for advocacy programmes and projects.

About the Prospective Applicant

We are looking for an exceptional individual who is passionate about practitioner-led research, and the value of research for development impact. Prospective applicant will understand the dynamics of development programmes, while also feeling confident in engaging with our national and international development partners.

Successful applicant will provide leadership on how to integrate research into the programme management cycle and design research to be useful for practitioners; and engage frequently with policymakers and the media for the strategic dissemination of research findings.

Successful applicant will showcase leadership and interpersonal skills, and ability to build strong relationships and work across different departments, appreciating the diversity of cultures, work styles and perspective.

S/he will thrive on learning and development with others, enjoy facilitation and creating space to promote critical thinking and learning from practice, be confident at teamwork and managing workload and competing priorities.

Specific Job Descriptions:

The successful candidate will report to the Program Manager and carry out assigned tasks in project development, fundraising, project implementation and evaluation in accordance with the following Job descriptions:

- Lead the development of policy research and advocacy based projects on policing, security threat assessment, justice sector reform, human rights, public safety, and fundraise for such.
- Lead the implementation of projects assigned by the Program Manager (PM) in a timely and efficient manner as well as develop angles for renewal of the project and fundraising.
- Contribute to the realization of the program goals of the organization as outlined in the strategic plan and directed by the management,
- Maintain and improve relationship with partners on projects and ensure that reporting obligations to them are carried out in a timely and satisfactory fashion.
- Work closely with the Finance & Admin Department to develop the budget of project proposal.
- Represent the organization in speaking engagements, workshops, and seminars on topics related to the mission of CLEEN as directed by the Management.
- Identify and recommend suitable consultants that could be engaged in the program work of CLEEN and the various consortia it belongs.
- Prepare periodic status report of program activities
- Carry out any other functions that may be directed by the management.

Qualifications and Requirements

- Minimum of a good first degree in Social Sciences, Humanities, Law or related fields from a reputable university.
- Five years of program officer level of experience in the nonprofit sector or related fields
- Demonstrable team-oriented personality and leadership skills.
- Proven project development, fundraising and project implementation skills.

- Exposure to the literature or to contemporary issues in plural policing, criminal justice reform, security sector governance or social research methodology.
- Ability to work well in an entrepreneurial, multicultural and multi-location organization.
- Ability to communicate clearly, respectfully and sensitively with colleagues, partners, beneficiaries and members of the public.
- Willingness to develop professional and personal skills necessary to perform assigned tasks as well as relocate if necessary for the job.

How to Apply

Interested and qualified candidates should send their application letters and CV's to: searchcommittee@cleen.org

Application Closing Date: January 21st, 2021

Note: The CLEEN Foundation is an equal opportunity employer. Qualified women are particularly encouraged to apply. Only shortlisted candidates will be contacted.

No Phone Calls Please!