

## Job Vacancy Announcement

Royal Heritage Health Foundation (RHHF) is a reputable non-governmental organization committed to improving health and development outcomes in Nigeria. We are currently seeking qualified and motivated candidates to fill a vacant position on a donor-supported project in the Northern States.

**JOB TITLE:**

PROGRAM OFFICER

**LOCATION:**

NORTHERN NIGERIA

**APPLICATION DEADLINE:**

MONDAY, 9TH JUNE 2025

**EMPLOYMENT TYPE:**

PROJECT-BASED

## Job Description

The Program Officer will be involved in planning, coordinating, monitoring of project activities, project implementation, report writing, community engagement amongst others.

***Program Officer Duties and Responsibilities include but are not limited to:***

- Develop, implement, and manage GBV and SRH programs, including setting goals, developing action plans, and monitoring progress.
- Provide support and oversee day to day management of project field officers
- Write and submit periodic program reports and reviews to concerned parties.
- Plan, Prepare, coordinate and monitor the project activities in timely and accurate manner.
- Prepare monthly and quarterly workplan and ensure its proper implementation.
- Support step down training in the life of the project
- Represent the organization at key events, in the absence of the program manager.
- Share information among members of the network.
- Coordinate and manage project goal and objectives
- Ensure most efficient use of resources.
- Support preparation of funding proposals/concept notes/expression of interest as well as write project reports.
- Proffer solutions to challenges identified during project implementation.
- Develop best practices to improve overall program performance.
- Assist in budget preparation and expense management activities for programs.

### Knowledge, Skills, and Abilities:

- Highly organized and able to multitask and oversee several projects simultaneously.
- Proficiency in Microsoft Office and project management software.
- Strong attention to detail and problem-solving skills.
- Excellent communication skills, both verbal and written and ability to speak Hausa language is a MUST.

### Qualifications and requirements:

- Must possess BSc/Master's degree in Public health, Health sciences, Behavioral sciences, Social sciences, Microbiology, or its recognized equivalent.
- Demonstrated success in multicultural environments is an advantage.
- Must have at least 2 years cumulative experience in project development and management with International or National NGOs in Nigeria.

### METHOD OF APPLICATION:

Interested and Qualified candidates should send their CV and cover letter to: [admnrrhhf@gmail.com](mailto:admnrrhhf@gmail.com) (with position as the subject) not later than Monday, 9th June 2025.

**NB: Only shortlisted candidates will be invited for written test and oral interview.**