



DEVELOPMENT EXCHANGE CENTRE

Advertisement for the position of Project Coordinator, CASCADE

Nigeria Project

Development Exchange Centre (DEC) is a non-governmental, non-discriminating, women-focused organization improving the wellbeing of women groups and communities in Nigeria through socio-economic interventions for sustainable development.

DEC was established in November 1987 due to joint research conducted by the Canadian University Services Overseas (CUSO) and the Adult and Non-Formal Education Agency (ANFEA) Bauchi State.

Catalyzing Strengthened policy action for healthy Diets and resilience (CASCADE) is a Netherlands Ministry of Foreign Affairs Funded Multi Years and Multi-Countries 'Driving nutrition Impact through implementing national policies' (DIETS) programme aimed at strengthening the implementation of national nutrition-related policies in sub-Saharan Africa from 2022 to 2027 cutting across Benin, Nigeria, Uganda, Kenya, Ethiopia, and Mozambique. Cooperative Assistance for Relief Everywhere (CARE) International is the Lead implementer and is in partnership with Global Alliance for Improved Nutrition (GAIN). CASCADE is designed to achieve the changes needed to deliver the objective of healthier diets and increased resilience to price-and climate-related shocks for women and children. The major focus of the program will be on improving the implementation of existing Food and Nutrition Policies policy (awareness, capacity, and funding) rather than amending or identifying new policies. CASCADE focuses on improved implementation of the National Policy on Food and Nutrition (NPFN), National Multi-Sectoral Plan of Action on Food and Nutrition (NMPAFN), and the National Social Protection Policy.

Job Title: Project Coordinator

Department: Social Services

Opening Date: July 11, 2024

Closing Date: July 19, 2024

Reports to: Head of Programs

Oversees whom: Junior Project Staff

Project Duration: 10 months

Location: Bauchi State, Nigeria

Summary of Position:

- DEC seeks to employ a qualified and experienced person into the position of Project Coordinator, reporting to the DEC Head of Programs, the Project Coordinator has overall responsibility for the day-to-day operational delivery, implementation, and monitoring of the project, specifically focusing on tracking the progress and status of project activities. S/he will play a coordination role in DEC's cross-functional project teams and support the maintenance of relationships with partners and stakeholders.
- The Project Coordinator shall be responsible for liaising with stakeholders within their assigned project components and ensuring that project outputs and activities are successfully implemented within approved plans, budget, timeline, and quality standards.
- The Project Coordinator will ensure that interventions by different partners are well coordinated, so that overall project milestones and goals are met. S/he will be expected to provide technical support as required.

Key Responsibilities:

- Managing the project schedule, activity plan and planning milestones, supporting the tracking of progress and deliverables from project partners.
- Contributing to close collaboration with the DEC Head of Programs to the design and planning of the scope, activities, and objectives of the project.
- Establishing and managing working relations with diverse stakeholders – INGOs, government departments, business, and non-profit partners.
- Taking the lead in conceptualizing and organizing states level consultations/workshops/conferences as required in the project.
- Representing DEC at external meetings with partners and local stakeholders when needed.
- Working closely with Project Managers, the professional services teams (HR, Finance, Legal etc.) to manage and deliver effective projects.
- Supports the DEC Head of Programs in preparing donor reports in collaboration with project teams, technical teams, funding team and support teams.
- Perform other duties as may be assigned by DEC's Management.

Qualifications and Experience for the position:

- B.Sc./HND in project management, business management, international relations, sustainable development, economics, development studies, peace and conflict studies or related work experience. A master's degree would be an added advantage.
- A minimum of 5 years previous experience with project management/budgeting is highly desired and ability to develop Terms of Reference for project consultants.
- The ideal candidate should have strong project management skills especially in delivering projects on time/on budget, using project management processes and tools including risk management, benefits management, financial management and quality assurance.

- S/he should demonstrate project administration systems, including financial administration.
- The post holder should be able to build strong partnerships with communities, government, private entities and implementing partners.

Other requirements for the Job role:

- Analytical thinker with strong conceptual and problem-solving skills.
- Meticulous attention to detail with superb organizational skills.
- Ability to work under pressure and meet tight deadlines.
- Ability to work independently and as part of a team.
- Strong report writing skill is necessary and communication skills.
- Solid proficiency in Microsoft Office and any project management software.

Method of Application:

DEC in partnership with CASCADE are asking suitably qualified candidates to forward their detailed resume/CV and cover letter in a single file to: hr_recruitment@dexcentre.org in a word document or PDF format (**as any other format would not be considered**) using the Job Title as the subject of the email.



DEVELOPMENT EXCHANGE CENTRE

Advertisement for the position of Finance Officer, CASCADE

Nigeria Project

Development Exchange Centre (DEC) is a non-governmental, non-discriminating, women-focused organization improving the wellbeing of women groups and communities in Nigeria through socio-economic interventions for sustainable development.

DEC was established in November 1987 due to joint research conducted by the Canadian University Services Overseas (CUSO) and the Adult and Non-Formal Education Agency (ANFEA) Bauchi State.

CAtalyzing Strengthened policy aCtion for heAlthy Diets and resilience (CASCADE) is a Nederland's Ministry of Foreign Affairs Funded Multi Years and Multi-Countries 'Driving nutrition Impact through implEmenting naTional policieS' (DIETS) programme aimed at strengthening the implementation of national nutrition-related policies in sub-Saharan Africa from 2022 to 2027 cutting across Benin, Nigeria, Uganda, Kenya, Ethiopia, and Mozambique. Cooperative Assistance for Relief Everywhere (CARE) International is the Lead implementer and is in partnership with Global Alliance for Improved Nutrition (GAIN). CASCADE is designed to achieve the changes needed to deliver the objective of healthier diets and increased resilience to price-and climate-related shocks for women and children. The major focus of the program will be on improving the implementation of existing Food and Nutrition Policies policy (awareness, capacity, and funding) rather than amending or identifying new policies. CASCADE focuses on improved implementation of the National Policy on Food and Nutrition (NPFN), National Multi-Sectoral Plan of Action on Food and Nutrition (NMPAFN), and the National Social Protection Policy.

Job Title: Finance Officer

Department: Finance

Opening Date: July 11,2024

Closing Date: July 19,2024

Reports to: Finance Manager
Oversees whom: N/A
Project Duration: 10 months
Location: Bauchi State, Nigeria

Summary of Position:

- This position will support the Finance department's management of accounting systems, policies, and procedures in compliance with accounting standards, Generally Accepted Accounting Principles (GAAP), donor's rules and regulations, and legal requirements to support high-quality programs serving the vulnerable.
- As part of an experienced finance team, you will help coordinate daily financial activities through the key responsibilities outlined below.

Key Responsibilities:

- Provide operational oversight function on cash/bank transactions in the finance unit.
- Ensure accuracy of all data required for processing financial transactions to assigned accounts into the Sage 50 financial accounting package.
- Participate in the improvement of the accounting system and internal control.
- Follow up and review all project-related travel requests and liquidations in line with travel policy.
- Prepare bank reconciliation statements on monthly basis for review by the Finance Manager timely.
- Monitor balances in account receivables and payables, prepare reports on material exceptions to policies or identify long outstanding ones for corrective actions.
- Ensure that all statutory deductions such as PAYE and Pension are promptly remitted to the relevant statutory authority monthly
- Assist in conducting training on financial matters for the project team when necessary.
- Support the preparation of monthly and end-of-project financial reports
- Accomplish other tasks as requested by the Finance Manager.
- Perform other duties as may be assigned by DEC's Management.

Qualifications and Experience for the position:

- B.Sc. or HND. in Accounting, Finance, or a related field is strongly preferred. A master's level degree is an advantage.
- Possession of ICAN or ANAN certification is an added advantage
- A minimum of 3years of progressive financial management experience on development projects is required.
- Experience and knowledge of Global Fund regulations, policies, procedures, and familiarity with subgrants
- Strong analytical and computer skills, especially with accounting software, spreadsheets, and financial analysis, and knowledge of the usage of Sage 50 are preferred.

Other requirements for the Job role:

- Analytical thinker with strong conceptual and problem-solving skills.
- Meticulous attention to detail with superb organizational skills.
- Ability to work under pressure and meet tight deadlines.
- Ability to work independently and as part of a team.
- Excellent report-writing and communication skills.

Method of Application:

DEC in partnership with CASCADE are asking suitably qualified candidates to forward their detailed resume/CV and cover letter in a single file to: hr_recruitment@dexcentre.org in a word document or PDF format (**as any other format would not be considered**) using the Job Title as the subject of the email.



DEVELOPMENT EXCHANGE CENTRE

Advertisement for the position of MEAL Officer, CASCADE

Nigeria Project

Development Exchange Centre (DEC) is a non-governmental, non-discriminating, women-focused organization improving the wellbeing of women groups and communities in Nigeria through socio-economic interventions for sustainable development.

DEC was established in November 1987 due to joint research conducted by the Canadian University Services Overseas (CUSO) and the Adult and Non-Formal Education Agency (ANFEA) Bauchi State.

CAtalyzing Strengthened policy aCtion for heALthy Diets and resilience (**CASCADE**) is a Nederland's Ministry of Foreign Affairs Funded Multi Years and Multi-Countries 'Driving nutrition Impact through implEmenting naTional policieS' (**DIETS**) programme aimed at strengthening the implementation of national nutrition-related policies in sub-Saharan Africa from 2022 to 2027 cutting across Benin, Nigeria, Uganda, Kenya, Ethiopia, and Mozambique. Cooperative Assistance for Relief Everywhere (CARE) International is the Lead implementer and is in partnership with Global Alliance for Improved Nutrition (GAIN). CASCADE is designed to achieve the changes needed to deliver the objective of healthier diets and increased resilience to price-and climate-related shocks for women and children. The major focus of the program will be on improving the implementation of existing Food and Nutrition Policies policy (awareness, capacity, and funding) rather than amending or identifying new policies. CASCADE focuses on improved implementation of the National Policy on Food and Nutrition (NPFN), National

Multi-Sectoral Plan of Action on Food and Nutrition (NMPAFN), and the National Social Protection Policy.

Job Title: MEAL Officer

Department: Knowledge Management and Communication

Opening Date: July 11,2024

Closing Date: July 19,2024

Reports to: Head, KMC

Oversees whom: N/A

Project Duration: 10 months

Location: Bauchi State, Nigeria

Summary of Position:

- The MEAL Officer will ensure that projects are routinely monitored, data collected, data managed and analyzed to improve the outputs of the programs as stated. The MEAL Officer will contribute to the development of the MEAL plans as guided by the Head, KMC. S/he will ensure the implementation of the MEAL plans for the projects as assigned. In close coordination with implementing partners and relevant government departments, s/he will gather relevant information to monitor the programme outputs and outcomes in target communities. S/he will support output tracking, updating and programme reporting on existing DEC designated online and digital platforms.
- In addition, s/he will ensure that accountability mechanisms are in place for the programme and act as the focal point in receiving and channeling beneficiary's feedback. S/he will also provide MEAL support to implementing partners in program monitoring and evaluation management and promotes networking with program stakeholders.

Key Responsibilities:

1. Monitoring

- Tracking core programme indicators, doing a meta-analysis and communicate this monthly, quarterly to the programme team.
- Will ensure that standard operating procedures and programme common approaches are followed in the area for data collection, processing and analysis. Provide technical support to core programmes and ensure availability of reporting forms and tools.
- Working together with the core programmes/operations teams, organize and conduct routine monitoring and evaluation of the programme/projects and work closely with community members, implementing partners and beneficiaries to improve attainment of program/project goals. S/he will conduct monthly, quarterly monitoring and evaluation facility and field visits.

2. Evaluation

- Support preparation of key programme reports. The MEAL Officer will assist to prepare reports on the progress of the programmes after every visit and

keep record of MEAL activities. Will also support compilation of Annual Reports and total reach at programme level.

- Participate in the implementation of the MEAL strategy and tools. Support programme technical staff to carry out monitoring and evaluation of project activities as agreed in MEAL framework and plans and strengthen integration between programmes.
- Support programs in designing and conducting baseline surveys, mid-term evaluations, specialized studies and final evaluations to include sampling methodologies, data collection instruments, analysis and report development.
- Provide support for annual reviews and reflections with implementing staff and communities and analyze data trends towards objectives achievement.

3. Accountability

- Implement and support accountability feedback, complaints and response mechanisms (both digital and conventional) in the impact area.

4. Learning

- With the guidance and support from the Head, HMC, support implementation of a comprehensive organizational MEAL and knowledge management system to enhance impact monitoring, quality control and evaluation to improve internal processes and results delivery.
- Support development of programs management information system (MIS), harnessing new information technology for the compilation, analysis, storage, and retrieval of data and knowledge for programs development; provide technical assistance on data quality and integrity.
- Perform other duties as may be assigned by DEC Management.

Additional job responsibilities:

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Qualifications and Experience for the position:

- Bachelor's degree/HND in social science (Management, Economics, Development studies, sociology) or any other related field.
- Minimum 3+ years' experience in planning, monitoring and evaluation in NGO environment or any development organizations, at least 2 years of working in programs design and implementation experience including working with community-based organizations and implementing partner staff.
- Computer proficiency in general office software and statistical applications (i.e., Kobo, ODK, SPSS)
- Outstanding written and oral communication skills in English. Knowledge in Hausa Language would be an added advantage.
- Demonstrated diplomacy in building relationships and working with diverse cultures and audiences and sensitive situations and subject matter.

Other requirements for the Job role:

- Experience in strategic planning approaches - including, needs assessment and programs design, logical framework development, selecting indicators, implementing monitoring plans, supporting evaluations and data analysis.
- Experience in Monitoring and Evaluation methods and approaches (including quantitative, qualitative and participatory work with women and children).
- Demonstrated skills in training Monitoring and Evaluation and capacity development of staff preferred/ facilitation skills.
- Commitment to DEC values, including willingness to abide by and enforce child safeguarding policy.

Method of Application:

DEC in partnership with CASCADE are asking suitably qualified candidates to forward their detailed resume/CV and cover letter in a single file to: hr_recruitment@dexcentre.org in a word document or PDF format (**as any other format would not be considered**) using the Job Title as the subject of the email.

**DEVELOPMENT EXCHANGE CENTRE****Advertisement for the position of Gender Officer, CASCADE****Nigeria Project**

Development Exchange Centre (DEC) is a non-governmental, non-discriminating, women-focused organization improving the wellbeing of women groups and communities in Nigeria through socio-economic interventions for sustainable development.

DEC was established in November 1987 due to joint research conducted by the Canadian University Services Overseas (CUSO) and the Adult and Non-Formal Education Agency (ANFEA) Bauchi State.

Catalyzing Strengthened policy action for healthy Diets and resilience (CASCADE) is a Netherlands Ministry of Foreign Affairs Funded Multi Years and Multi-Countries 'Driving nutrition Impact through implementing national policies' (DIETS) programme aimed at strengthening the implementation of national nutrition-related policies in sub-Saharan Africa from 2022 to 2027 cutting across Benin, Nigeria, Uganda, Kenya, Ethiopia, and Mozambique. Cooperative Assistance for Relief Everywhere (CARE) International is the Lead implementer and is in partnership with Global Alliance for Improved Nutrition (GAIN). CASCADE is designed to achieve the changes needed to deliver the objective of healthier diets and increased resilience to price-and climate-related shocks for women and children. The major focus of the program will be on improving the implementation of existing Food and Nutrition Policies policy (awareness, capacity, and funding) rather than amending or identifying new policies. CASCADE focuses on improved implementation of the National Policy on Food and Nutrition (NPFN), National Multi-Sectoral Plan of Action on Food and Nutrition (NMPAFN), and the National Social Protection Policy.

Job Title: Gender Officer

Department: Social Services

Opening Date: July 11,2024

Closing Date: July 19,2024

Reports to: Program Coordinator

Oversees whom: N/A

Project Duration: 10 months

Location: Jigawa, Bauchi States, Nigeria

Summary of Position:

- The Gender officer will lead the implementation of project's gender interventions and will work with the Food and Nutrition Security team to ensure the activities are well integrated in the overall project. S/he will provide guidance and technical input where necessary, especially on gender analysis, social analysis and action, gender transformative approaches, impact assessments and wider gender mainstreaming.
- S/he will work with all departments and partners to ensure that DEC's gender equity and diversity principles are incorporated into all policies and activities within the anticipated Project. The officer will ensure stakeholders' participatory consultations take gender into consideration and that the needs of women and children are prioritized. S/he will act as resource person in capacity building, knowledge sharing events and other relevant activities. This will include developing, reviewing and updating gender training modules to ensure they are of high standards and monitor implementation. The position will develop and maintain relationships with state and local

authorities coordinating joint efforts and trainings in consultation with the supervisor.

Key Responsibilities:

- Ensure gender integration in the day-to-day project activities.
- Provide support to all project activities related specifically to gender mainstreaming, with particular emphasis on helping relevant staff analyze program implications for women and children in various communities and ways to address issues.
- Ensure that the gender checklists are used and should be able to work with project coordinator on revising and revisiting the gender sensitive indicators for improved mainstreaming
- Conduct capacity needs assessments for project stakeholders and organize all training logistics with the support of program support colleagues and project manager.
- Design and implement trainings for project staff and community structures on gender related topics and mainstream, including but not limited to gender awareness and integration, human rights program management, gender inclusiveness toward more efficient and effective organizational operation.
- Provide support, training and technical assistance to the partners on gender and related topics.
- To train, support and coordinate field project teams on all gender related activities.
- To develop Social Analysis and Action (SAA) training and monitoring materials.
- Identify and build the capacity of community-based support groups/committees to provide community-based support on DEC's gender transformative models.
- Develop bi-weekly, monthly and quarterly reports on gender project activities carried out.
- Prepare and share human interest stories and case studies related to project impact for learning.
- Participate in gender-related events (meeting, workshops, conferences) and network within the project locations in-order to stay updated about gender related developments.
- Represent DEC in all gender related external meetings.
- Provide ongoing coaching and mentorship to community structures including leaders, project volunteers, etc., on community reflections on gender and social norms, power dynamics and social change for impact.
- Perform other duties as may be assigned by DEC Management.

Qualifications and Experience for the position:

- Degree/HND in Social studies, Counselling and/or psychology, social sciences.
- Minimum of 3 years of Gender experience with a reputable organization; experience working with women and children preferred.

- Clear understanding of Gender, power relations, and issues surrounding women and children.
- Able to maintain & apply all GBV guiding principles and counselling ethics.

Other requirements for the Job role:

- Positive, highly motivated, innovative, with strong organizational and interpersonal skills.
- Able to work as part of a team.
- Strong report writing skills
- Strong knowledge of computer applications, including MS Word and Excel.

Method of Application:

DEC in partnership with CASCADE are asking suitably qualified candidates to forward their detailed resume/CV and cover letter in a single file to: hr_recruitment@dexcentre.org in a word document or PDF format (**as any other format would not be considered**) using the Job Title as the subject of the email.



DEVELOPMENT EXCHANGE CENTRE

Advertisement for the position of Policy and Governance Technical

Officer, CASCADE, Nigeria Project

Development Exchange Centre (DEC) is a non-governmental, non-discriminating, women-focused organization improving the wellbeing of women groups and communities in Nigeria through socio-economic interventions for sustainable development.

DEC was established in November 1987 due to joint research conducted by the Canadian University Services Overseas (CUSO) and the Adult and Non-Formal Education Agency (ANFEA) Bauchi State.

CAtalyzing Strengthened policy aCtion for heAlthy Diets and resilience (CASCADE) is a Nederland's Ministry of Foreign Affairs Funded Multi Years and Multi-Countries 'Driving nutrition Impact through implEmenting naTional policieS' (DIETS) programme aimed at strengthening the implementation of national nutrition-related policies in sub-Saharan Africa from 2022 to 2027 cutting across Benin, Nigeria, Uganda, Kenya, Ethiopia, and Mozambique. Cooperative Assistance for Relief Everywhere (CARE) International is the Lead implementer and is in partnership with Global Alliance for Improved Nutrition (GAIN). CASCADE is designed to achieve the changes needed to deliver the objective of healthier diets and increased resilience to price-and climate-related shocks for women and children. The major focus of the program will be on improving the implementation of existing Food and Nutrition Policies policy (awareness, capacity, and funding) rather than amending or identifying new policies. CASCADE focuses on improved implementation of the National Policy on Food and Nutrition (NPFN), National Multi-Sectoral Plan of Action on Food and Nutrition (NMPAFN), and the National Social Protection Policy.

Job Title: Policy and Governance Technical Officer

Department: Social Services

Opening Date: July 11,2024

Closing Date: July 19,2024

Reports to: Program Coordinator

Oversees whom: N/A

Project Duration: 10 months

Location: Jigawa, Bauchi States, Nigeria

Summary of Position:

The postholder will demonstrate ability to review literature and documentation to turn complex technical and project reports into clear stories/ coherent position papers. Ability to analyze food and nutrition security policy debates and contribute to drafting papers in line with DEC's strategic priorities. Demonstrate experience in policy and/or budget advocacy, strategic planning, and project management.

Key Responsibilities:

- Support the implementation of the policy aspects for the CASCADE project.
- Review and synthesize key government food and nutrition related policy documents necessary to deliver project commitments.

- In consultation with the Head of Programs, develop project implementation plans and update key project documents as well as reporting project achievements.
- Contribute to drafting reports, policy papers and briefs, factsheets and other documents which synthesize DEC learnings, values and priorities.
- Monitor, attend and engage to represent DEC, where appropriate, in key national-level and country-level policy, and meetings.
- In consultation with the Head of Programs, develop project implementation plan for the CACAIDE, project and other policy related work.
- Support the Head of Programs in engaging with the key stakeholders in government, private sector, donors and civil society including academia, media, and other development practitioners; to improve support for DEC's mission and increase resources allocated to nutrition in Nigeria.
- Synthesize and disseminate knowledge and evidence from DEC programmes that can help drive the policy and influencing agenda for nutritious and safe food in Nigeria.
- Support the development and implementation of key advocacy tools (e.g. Budget tracking tools, Score cards, public participation tools, power analysis tools).
- Perform other duties as may be assigned by DEC Management.

Qualifications and Experience for the position:

- Degree/HND in public policy, international relations, law or related field. A master's qualification would be an added advantage.
- S/he must have experience working with stakeholders from communities, government, donors at national and international level.
- The ideal candidate should have demonstrated experience in policy research and communication within an advocacy-oriented context, either within an NGO, government or policy context.
- Strong experience in partnership building and brokering between business and other stakeholders, with a strong record of negotiation.

Other requirements for the Job role:

- Positive, highly motivated, innovative, with strong organizational and interpersonal skills.
- Able to work as part of a team.
- Strong report writing skills
- Strong knowledge of computer applications, including MS Word and Excel.

Method of Application:

DEC in partnership with CASCADE are asking suitably qualified candidates to forward their detailed resume/CV and cover letter in a single file to: hr_recruitment@dexcentre.org in a word document or PDF format (**as any other format would not be considered**) using the Job Title as the subject of the email.



DEVELOPMENT EXCHANGE CENTRE

Advertisement for the position of Health and Nutrition Technical

Officer, CASCADE, Nigeria Project

Development Exchange Centre (DEC) is a non-governmental, non-discriminating, women-focused organization improving the wellbeing of women groups and communities in Nigeria through socio-economic interventions for sustainable development.

DEC was established in November 1987 due to joint research conducted by the Canadian University Services Overseas (CUSO) and the Adult and Non-Formal Education Agency (ANFEA) Bauchi State.

CAtalyzing Strengthened policy aCtion for heALthy Diets and resilience (CASCADE) is a Nederland's Ministry of Foreign Affairs Funded Multi Years and Multi-Countries 'Driving nutrition Impact through implEmenting naTional policieS' (DIETS) programme aimed at strengthening the implementation of national nutrition-related policies in sub-Saharan Africa from 2022 to 2027 cutting across Benin, Nigeria, Uganda, Kenya, Ethiopia, and Mozambique. Cooperative Assistance for Relief Everywhere (CARE) International is the Lead implementer and is in partnership with Global Alliance for Improved Nutrition (GAIN). CASCADE is designed to achieve the changes needed to deliver the objective of healthier diets and increased resilience to price-and climate-related shocks for women and children. The major focus of the program will be on improving the implementation of existing Food and Nutrition Policies policy (awareness, capacity, and funding) rather than amending or identifying new policies. CASCADE focuses on improved implementation of the National Policy on Food and Nutrition (NPFN), National Multi-Sectoral Plan of Action on Food and Nutrition (NMPAFN), and the National Social Protection Policy.

Job Title: Health and Nutrition Technical Officer

Department: Social Services

Opening Date: July 11,2024

Closing Date: July 19,2024

Reports to: Program Coordinator

Oversees whom: N/A

Project Duration: 10 months

Location: Jigawa, Bauchi States, Nigeria

Summary of Position:

Under the overall guidance and supervision of the Head of Programs, the health and Nutrition officer will support the daily operational management of all components of primary health care activities in the assigned communities and provide the technical support for health and nutrition team, ensure timely flow of information to and from field. This position is also responsible to monitor and evaluate health and nutrition services delivery according to national protocol. Beside provision of technical support, training and capacity building, representation of the program in external meeting, and report writing.

Key Responsibilities:

- Oversee/conduct assessments as needed in the health facilities and communities in coordination with professional health personnels.
- Supervise comprehensive training programs for health and nutrition in the targeted communities, as well as maintain a record of all trainings conducted.
- Supervise primary health care activities at HFs and screening of children 6-59 months at targeted areas and referral of needed malnourished cases and lifesaving cases to the nearest hospitals and general supervision for all nutrition programs in targeted communities, with overall technical guidance of nutrition team.
- Ensure referral mechanisms are in place.
- Assist the logistics department in procurement of drug/medical supply/medical equipment by providing specification for requested items and follow up and cooperate with financial/ logistic requirements.
- Ensure proper management of pharmaceuticals, other medical supplies and nutritional stock and follow up stock movement and stock cards and consumption rate, moreover, ensure quality of warehouse management at HFs.
- Establish mother to mother support group for promotion of best practices and provide continuous on the job training and support.
- Ensure all staff understand and implement program guidelines and for assessing the mother-child pair, advising the best feeding option and following up as appropriate.
- Ensure appropriate and consistent education messaging to mothers and other carers in the communities.
- Provide regular supervision and technical support for health facilities including data collection/records of beneficiaries and program activities, as well as timely implementation and reaching targets according to the program objectives to ensure safe, effective delivery of health care to target population.
- Ensure submission of weekly and monthly progress report of health and nutrition activities and submit report on time and work with health information system officers of the HFs in the communities to ensure that production statistics is collected, compiled and reported to supervisor.
- Facilitate periodical review meeting with key community groups to discuss on key nutrition practices; and provide technical support & advise to community volunteers, teachers and other key community groups to promote recommended nutrition practices.

- Provide data, case studies and success stories to enrich reports for both internal and external use.
- Ensure a mechanism in place to monitor and evaluate clinical health & nutrition services.
- Representation of DEC at nutrition and other joint agency and government meetings.
- Attend weekly meetings with other health & nutrition team, and perform other duties requested by his line manager.
- Supervise the implementation of HC activities at field (treatment of communicable diseases, etc.)
- Perform other duties as may be assigned by DEC Management.

Qualifications and Experience for the position:

- Bachelor's Degree/HND in Medical Laboratory Science or equivalent; (nursing/medical qualification desirable), Nutrition, or any related discipline.
- At least 3 years' experience in health and nutrition management.
- Excellent computer skill including word, excel, and power point
- Fluent written and spoken English and Hausa languages
- Proven ability to manage a programme including management of human and material resources.
- Good interpersonal skills with the ability to communicate and negotiate clearly and effectively at all levels, taking cognizance of cultural and language difficulties.

Other requirements for the Job role:

- Good time management skills with ability to handle multiple priorities in a fast-paced environment.
- Proactive, resourceful, solutions oriented and results-oriented
- Excellent organization, planning and analytical skills; detail oriented
- Ability and desire to work well with diverse people in a cooperative and friendly manner

Method of Application:

DEC in partnership with CASCADE are asking suitably qualified candidates to forward their detailed resume/CV and cover letter in a single file to: hr_recruitment@dexcentre.org in a word document or PDF format (**as any other format would not be considered**) using the Job Title as the subject of the email.



DEVELOPMENT EXCHANGE CENTRE

Advertisement for the position of Agricultural Livelihood Technical Officer, CASCADE, Nigeria Project

Development Exchange Centre (DEC) is a non-governmental, non-discriminating, women-focused organization improving the wellbeing of women groups and communities in Nigeria through socio-economic interventions for sustainable development.

DEC was established in November 1987 due to joint research conducted by the Canadian University Services Overseas (CUSO) and the Adult and Non-Formal Education Agency (ANFEA) Bauchi State.

Catalyzing Strengthened policy action for healthy Diets and resilience (CASCADE) is a Nederland's Ministry of Foreign Affairs Funded Multi Years and Multi-Countries 'Driving nutrition Impact through implementing national policies' (DIETS) programme aimed at strengthening the implementation of national nutrition-related policies in sub-Saharan Africa from 2022 to 2027 cutting across Benin, Nigeria, Uganda, Kenya, Ethiopia, and Mozambique. Cooperative Assistance for Relief Everywhere (CARE) International is the Lead implementer and is in partnership with Global Alliance for Improved Nutrition (GAIN). CASCADE is designed to achieve the changes needed to deliver the objective of healthier diets and increased resilience to price-and climate-related shocks for women and children. The major focus of the program will be on improving the implementation of existing Food and Nutrition Policies policy (awareness, capacity, and funding) rather than amending or identifying new policies. CASCADE focuses on improved implementation of the National Policy on Food and Nutrition (NPFN), National Multi-Sectoral Plan of Action on Food and Nutrition (NMPAFN), and the National Social Protection Policy.

Job Title: Agricultural Livelihood Technical Officer

Department: Social Services

Opening Date: July 11,2024

Closing Date: July 19,2024

Reports to: Program Coordinator

Oversees whom: N/A

Project Duration: 10 months

Location: Jigawa, Bauchi States, Nigeria

Summary of Position:

- The incumbent will be responsible for the overall implementation of the Agriculture and Livelihood activities under the CASCADE project component through partner staff in communities within the stated states.
- S/he will provide support in the implementation of CASCADE agriculture & livelihoods activities using DEC/CARE Nigeria approaches and methodologies as articulated in the project proposal documentation to improve household food security and resilience of targeted communities.
- S/he will carry out their duties with a focus on mentoring and coaching of partner staff, project agricultural field agents and beneficiaries.
- S/he will ensure that all activities related to Agriculture and Livelihood in the project are implemented accordingly by ensuring participatory, inclusive and qualitative programming with accountability to the project participants.
- Focus areas will include improved agricultural practices, increasing yields, promotion of nutrient rich crops of legumes and cereals, diversification of livelihoods, value addition to existing agricultural produce, improved storage techniques, strengthening of producer groups, Agro enterprise, collective marketing of focus crops, and vocational skills and entrepreneurial trainings.

Key Responsibilities:

- Ensure that agriculture-based livelihoods related activities are implemented in accordance with DEC standards and approaches.
- Under the technical direction of the Head of Programs, lead the design and development of capacity strengthening strategies, approaches, and tools to support CASCADE partners and relevant government agencies in agricultural livelihoods and enterprise development.
- Provide technical support and guidance in the assessment, planning and implementation of agriculture / livelihoods activities of CASCADE in collaboration with CASCADE's partners and relevant government agencies.
- Responsible for oversight of implementing partners on the day-to-day implementation of Agric and livelihood activities. Work with the local partners to provide technical assistance to smallholder farmers including assisting farmers in adopting new technologies and innovations for increased productivity, quality, efficiency, management, etc., through tailored trainings and demonstration trials where relevant.
- Lead the process of identifying and mentoring of community-based field agents (FAs) by ensuring good working relationship between FAs and government extension agents and mentoring FAs in becoming Private Agricultural Service Providers (Agro-inputs and seeds).
- Lead CASCADE capacity development of producer groups and marketing committees and lead private sector linkages as well engagement including

farmers' linkage to input and output markets, facilitate linkage with the local service providers like tractor operators etc.

- Work to deliver quality program and timely reporting of Agriculture & Livelihoods activities including ensuring the quality of Agriculture and Livelihood groups in target areas through regular field visits, technical backstopping, hand holding support to the Agric field agents and spot checks field implementation.
- Regularly brief the Head of Programs on progress, promptly alert to emerging issues, foreseen problems and constraints or delays in the timely implementation of activities or any other factors that could affect the quality of the services and recommend and implement approved corrective measures.
- Contribute to technical content of proposal design and development including budgeting for Agric and livelihood resilience interventions.
- Develop strong working relationships with communities and villages, local government institutions, and other existing projects within project locations.
- Work closely with partners to deliver project results.
- Perform other duties as may be assigned by DEC's Management.

Qualifications and Experience for the position:

- Bachelor's Degree/HND in Agronomy, Agricultural Economics, Crop Science or relevant field or equivalent experience.
- At least 4 years of working experience in agriculture, development or food security programs including focus on at least one of the following sectors – agriculture, livelihoods, agriculture value-chain activities with experience in the agriculture sector in the selected states would be an added advantage.
- Demonstrated experience in designing and implementing agriculture projects in rural, peri-urban settings and post-conflict context.
- Excellent training facilitation skills with demonstrated experience in training design, development of training curriculum, delivery and mentoring in subject matter relevant to this position.
- Experience with the implementation, monitoring and evaluation of sustainable agriculture development and food security.
- Experience with market development approaches such as agricultural value-chain development (linking producers to markets) programming.
- Previous experience carrying out and using the results of technical capacity assessments in the areas of agricultural production, value-chain development, food security and related fields.
- Previous experience working with local partners (capacity building) and experience with participatory methods and partnerships.

Other requirements for the Job role:

- Good time management skills with ability to handle multiple priorities in a fast-paced environment.
- Proactive, resourceful, solutions oriented and results-oriented
- Excellent organization, planning and analytical skills; detail oriented

- Excellent communication, writing and interpersonal skills, with demonstrated strength in relationship management
- Experience in group development strengthening.
- Ability and desire to work well with diverse employees and customers in a cooperative and friendly manner
- Demonstrated progression in career with increasing responsibilities.

Method of Application:

DEC in partnership with CASCADE are asking suitably qualified candidates to forward their detailed resume/CV and cover letter in a single file to: hr_recruitment@dexcentre.org in a word document or PDF format (**as any other format would not be considered**) using the Job Title as the subject of the email.



DEVELOPMENT EXCHANGE CENTRE

**Advertisement for the position of Communication and Learning
Assistant, CASCADE, Nigeria Project**

Development Exchange Centre (DEC) is a non-governmental, non-discriminating, women-focused organization improving the wellbeing of women groups and communities in Nigeria through socio-economic interventions for sustainable development.

DEC was established in November 1987 due to joint research conducted by the Canadian University Services Overseas (CUSO) and the Adult and Non-Formal Education Agency (ANFEA) Bauchi State.

Catalyzing Strengthened policy aCtion for heAlthy Diets and resilience (CASCADE) is a Nederland's Ministry of Foreign Affairs Funded Multi Years and Multi-Countries 'Driving nutrition Impact through implEmenting naTional policieS' (DIETS) programme aimed at strengthening the implementation of national nutrition-related policies in sub-Saharan Africa from 2022 to 2027 cutting across

Benin, Nigeria, Uganda, Kenya, Ethiopia, and Mozambique. Cooperative Assistance for Relief Everywhere (CARE) International is the Lead implementer and is in partnership with Global Alliance for Improved Nutrition (GAIN). CASCADE is designed to achieve the changes needed to deliver the objective of healthier diets and increased resilience to price-and climate-related shocks for women and children. The major focus of the program will be on improving the implementation of existing Food and Nutrition Policies policy (awareness, capacity, and funding) rather than amending or identifying new policies. CASCADE focuses on improved implementation of the National Policy on Food and Nutrition (NPFN), National Multi-Sectoral Plan of Action on Food and Nutrition (NMPAFN), and the National Social Protection Policy.

- **Job Title: Communication and Learning Assistant**
- **Department: Knowledge Management and Communication**
- **Opening Date: July 11,2024**
- **Closing Date: July 19,2024**
- **Reports to: HKMC**
- **Oversees whom: N/A**
- **Project Duration: 10 months**
- **Location: Bauchi State, Nigeria**

Summary of Position:

The Communications and Learning Assistant will help to implement communication strategies across project activities. Additionally, the assistant will provide oversight of the project's communication efforts related to the design, quality control, and the like.

Key Responsibilities:

- Participate in implementation of the project's communication strategy
- Manage attendance sheets for learning and/or training events.
- Help to finalize and print training/meeting documents.
- Enter data from meeting/training evaluations and from training pre/post-tests.
- Capture data from flip-chart notes and/or review flip-chart data captured by note-takers.
- Help keep the Learning Team's archives updated and organized.
- Assist with the delivery of trainings and/or learning events involving DEC and implementing partners—including assisting in the preparation of materials, logistical arrangements (ex: room set-up), and IT support during events.
- Help prepare draft reports or report inputs related to the project's training and CLA activities, including training reports, event reports, and quarterly and annual reports.
- Provide graphic design support for internal and external

- Other technical or administrative tasks as assigned by the Head, KMC or his delegate.
- Perform other duties as may be assigned by DEC Management.

Qualifications and Experience for the position:

- Bachelor's Degree/HND in Mass Communication, English Language or any related discipline.
- Advanced knowledge of Microsoft Office, particularly Excel and PowerPoint.
- Minimum of 2years of professional experience including demonstrated logistic and administrative experience; experience in event management and support preferred.
- Demonstrated skills in working collaboratively with others to create and maintain a team environment and culture; and
- Oral and written fluency in English required

Other requirements for the Job role:

- Good time management skills with ability to handle multiple priorities in a fast-paced environment.
- Proactive, resourceful, solutions oriented and results-oriented
- Excellent organization, planning and analytical skills; detail oriented

Method of Application:

DEC in partnership with CASCADE are asking suitably qualified candidates to forward their detailed resume/CV and cover letter in a single file to: hr_recruitment@dexcentre.org in a word document or PDF format (as any other format would not be considered) using the Job Title as the subject of the email.



DEVELOPMENT EXCHANGE CENTRE

**Advertisement for the position of Gender Champions, CASCADE
Nigeria Project**

Development Exchange Centre (DEC) is a non-governmental, non-discriminating, women-focused organization improving the wellbeing of women groups and communities in Nigeria through socio-economic interventions for sustainable development.

DEC was established in November 1987 due to joint research conducted by the Canadian University Services Overseas (CUSO) and the Adult and Non-Formal Education Agency (ANFEA) Bauchi State.

CAtalyzing Strengthened policy aCtion for heAlthy Diets and resilience (CASCADE) is a Nederland's Ministry of Foreign Affairs Funded Multi Years and Multi-Countries 'Driving nutrition Impact through implEmenting naTional policieS' (DIETS) programme aimed at strengthening the implementation of national nutrition-related policies in sub-Saharan Africa from 2022 to 2027 cutting across Benin, Nigeria, Uganda, Kenya, Ethiopia, and Mozambique. Cooperative Assistance for Relief Everywhere (CARE) International is the Lead implementer and is in partnership with Global Alliance for Improved Nutrition (GAIN). CASCADE is designed to achieve the changes needed to deliver the objective of healthier diets and increased resilience to price-and climate-related shocks for women and children. The major focus of the program will be on improving the implementation of existing Food and Nutrition Policies policy (awareness, capacity, and funding) rather than amending or identifying new policies. CASCADE focuses on improved implementation of the National Policy on Food and Nutrition (NPFN), National Multi-Sectoral Plan of Action on Food and Nutrition (NMPAFN), and the National Social Protection Policy.

- **Job Title: Gender Champions**
- **Department: Social Services**
- **Opening Date: July 11,2024**
- **Closing Date: July 19,2024**
- **Reports to: Program Coordinator**
- **Oversees whom: N/A**
- **Project Duration: 10 months**
- **Location: Jigawa, Bauchi States, Nigeria**

Summary of Position:

Gender Champions under direct supervision of the Gender Officer, is responsible for supporting gender mainstreaming practices; and leading activities that support gender equality, enhance protection of community members and raise their awareness on key GBV topics. The Gender Champions will support the Gender Officer to deliver gender mainstreaming trainings, including referral pathways to DEC and partner staff' support community health workers to deliver awareness raising sessions on health, gender, protection and GBV topics in the safe spaces and through outreach. Will lead the preparations for special days celebrations and unstructured sessions in the safe spaces with women, men, girls and children.

Key Responsibilities:

- Provide advice and support to the Project Team to ensure that all project activities are implemented with gender sensitive integrated approaches, with the needs of women, girls, boys and men considered.
- Support the programme team on establishing a gender-sensitive accountability and referral mechanism for beneficiaries
- Ensure close interaction with the M&E team and assist in data collection, compiling lessons learned, establishing indicators to support knowledge sharing
- Build up a collaborative network of peers, government agencies and local NGOs engaged in issues related to gender, coordinate and collaborate on research, programming and advocacy
- Support Gender Officer in preparing training materials and providing trainings for project staff on gender mainstreaming
- Advocate on behalf of clients and make direct interventions with local authorities (e.g. phone calls, letters or meetings) or other organizations (NGOs) or international organizations.
- Assist in providing group sessions on gender equality, GBV, protection topics and other NGOs providing services in the communities.
- Providing door to door awareness raising on gender, GBV, child marriage and all other protection related topics.
- Assist in supervising the community health workers and conduct meeting with them regularly (based on need).
- Provide weekly work plans and report to supervisor outlining caseload and movements
- Document best practices and lessons learned.
- Develop and maintain effective working relationship with relevant stakeholders including partner organizations, community structures and service provider.
- Identify and report success stories.
- Perform other duties as may be assigned by DEC Management.

Qualifications and Experience for the position:

- Bachelor's Degree/HND in law, Social Science, Administration or any related field.
- At least two-year experience in gender programming including Protection or GBV and women's economic empowerment
- Commitment to enhancing human rights and gender equality
- Proficiency in MS Office application particularly Excel, word processing, and database packages
- Ability to work under pressure, independently and in a team environment

Other requirements for the Job role:

- Good interpersonal skills, good communication, organizational & analytical skills & ability to work well in a team.

Method of Application:

DEC in partnership with CASCADE are asking suitably qualified candidates to forward their detailed resume/CV and cover letter in a single file to: hr_recruitment@dexcentre.org in a word document or PDF format (**as any other format would not be considered**) using the Job Title as the subject of the email.