



COMMERCIAL
DAIRY RANCHERS
ASSOCIATION OF NIGERIA

Programme Officer – Commercial Dairy Ranchers Association of Nigeria (CODARAN)

The Commercial Dairy Ranchers Association of Nigeria (CODARAN) is the umbrella association of dairy sector operators in Nigeria. The Association's vision is to be the foremost, globally recognized association for professionalism, advocacy, and promotion of quality nutritious dairy products across Africa made from local resources. CODARAN actively builds networks of support for Nigerian dairy value chain operators through policy advocacy and business actions that foster growth, development and the ultimate transformation of the dairy sector and the Nigerian economy

Location: Abuja, Nigeria

Job Type: Full-Time

Reports to: The Executive Director of CODARAN

Travel: Frequent Travel within Nigeria

Closing Date: 14 August 2021

The Programme Officer is responsible for designing new programmes and implementing both new and ongoing programmes in line with the goals and objectives of CODARAN. This includes but not limited to developing, planning, scheduling resources, implementation and monitoring of all CODARAN's programmes, projects, and events.

The Programme Officer is also responsible for conceptualizing and researching grant proposals, sourcing new funding opportunities and managing and improving ongoing income streams. The incumbent will also lead the research and data management programmes of CODARAN.

Duties and Responsibilities

- Designing and developing new programmes to achieve CODARAN's objective of promoting and enabling business environment and the growth and development of Nigeria's dairy sector
- Support the implementation and day to day management of all CODARAN's programmes, projects and events
- Develop and maintain relationships with various organisations to raise funds, create awareness and build resources
- Conceptualize and research grant proposals and source for new funding opportunities
- Data Collection, entry, analysis and management
- Conduct research, and in liaison with training partners, design and run training programmes for dairy sector operators
- Develop and standard operating procedures, manuals and checklists for all CODARAN programmes
- Support the drive for new members and payment of membership dues
- Lead the communication campaigns, and publicity of all CODARAN programmes



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- Support in developing annual operations plans, providing inputs for budgets and reports
- Manage the recruitment, onboarding, deployment and development processes of all CODARAN Secretariat and Project staff to enable CODARAN fulfil its mandate

Administrative

- Handle the administrative functions of the Secretariat
- Set up, coordinate and provide support for all meetings and other stakeholder engagements
- Take minutes of meetings and circulate within approved timelines
- Develop content and publish the CODARAN monthly newsletter
- In charge of all CODARAN's social media handles, including posting, updating and responding to messages
- Provide administrative support in the membership drive and other fundraising activities
- Manage the purchase of company items and maintain appropriate procurement records
- Ensure timely payment of all relevant statutory rates, dues and remittances to relevant government agencies and obtain relevant permits and licenses
- Create and maintain a filing system for important and confidential company documents
- Maintain and update CODARAN's database, mailing list and other stakeholder lists
- Manage the repairs and replacement of office equipment

Minimum Required Skills & Experience:

Technical Skills and Competencies

- Project and event management
- Budgeting
- Strong ICT skills and strong social media management
- Operations management
- Ability to analyse, interpret and communicate data
- Proposal writing
- Research and report writing

Personal Attributes and Competencies

- Strong writing and verbal communication skills
- Teamwork and interpersonal relationship skills
- Excellent customer service and relationship management skills
- Analytical and problem-solving skills
- Organisational and time management skills
- Ability to deliver results within tight deadlines





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- Willingness to travel
- Passion for the dairy sector
- Fluency in Hausa Language an added advantage

Qualification and Experience

- A first degree in science, social science or related field. Minimum of Second Class Lower (2:2) from a reputable University. A Project Management Certification will be an added advantage
- At least one year work experience in an NGO or Project work environment is required.

To Apply:

Qualified and interested applicants should submit a Word-formatted single document consisting of a **cover letter and resume** to careers@codaran.org, copying info@codaran.org. Please identify the position for which you are applying in the subject line. Due to a high volume of applicants, please understand that we can contact only those who meet the minimum qualifications.

CODARAN is an Equal Opportunity Employer



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