

PLANNED PARENTHOOD FEDERATION OF NIGERIA

VACANCY

The Planned Parenthood Federation of Nigeria (PPFN) is a national non-governmental organization promoting Reproductive Health (RH) in Nigeria. As a full member of the International Planned Parenthood Federation (IPPF), PPFN has expanded the scope of its programmes beyond family planning to cover broad reproductive health, emphasizing the needs of adolescents and young people and safe motherhood. PPFN seeks suitably qualified internal candidates for the following vacant positions:

Post: **Data Officer (Ref. DO2020)**
Email for submission of applications for this position (do2020@ppfn.org)

No of Vacancies: **Two (2)**

Location: **National Headquarters, Abuja**

Responsibilities:

The purpose of this position is to support the effort of the M&E unit and other departments as well as the regions with a view to strengthening the research component of PPFN's work for improved and sustained performance.

Requirements:

- Degree in Applied Social Sciences or other relevant fields.
- 3 years relevant work experience including no less than three years in NGO (preferably in SRH).
- Excellent contextual, analytical, writing and oral communication skills.
- Team playing qualities/experiences
- Familiarity with key national and international implementing support and donor organizations in SRH/FP.
- Computer literacy skills (ability to use packages, e.g. Ms Words, Excel, EPI Info. SPSS, etc.
- Sensitive and caring but firm and decisive in relating with various levels of staff.

Desirable:

- Strong knowledge of NGO operations particularly those in reproductive health, family planning, maternal and child health, women development, program development and management.
- Research experience (design, data collection and analysis, and survey methods).
- Familiarity with varied socio-cultural issues as they relate to SRH issues in the country and sensitivity to cross-cultural issues and concerns.
- Demonstrable capacity to develop methodologies and provide support in key thematic areas.

METHOD OF APPLICATION:

Suitably qualified persons are invited to send in their one page letter of application indicating the position applied and justification for their applications, comprehensive career resume (not more than 5 pages) and personal contact address (not post office box address please) not later than five (5) days of this publication (**quoting the reference on the letter**) to:

The Executive Director
Planned Parenthood Federation of Nigeria
4 Baltic Crescent, Off Danube Street, Maitama,
Abuja

Email for the submission of applications for this position: do2020@ppfn.org

Each applicants is advised to access "Applicant's Forms 1 and 2" from the PPFN website (www.ppfm.org), download, fill and submit along with his or her application to the respective position email for responses.

PPFN subscribes to all best practices when working with children and vulnerable adults and advocates that they (children and vulnerable adults) should be treated with respect regardless of their race, colour, gender, language, religion, opinions, nationality, ethnicity, social origin, property, disability or other status.

*PPFN does not discriminate on grounds of race, creed, ethnic origin, political belief, gender, disability, age, education or social status especially in applications for membership, providing information or services, in recruiting staff, or in any other aspect of PPFN's work and in the pursuit of its objects". Female applicants are encouraged to apply. **Only short-listed candidates will be contacted.***

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