

PLANNED PARENTHOOD FEDERATION OF NIGERIA

VACANCIES

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 and external candidates for the following vacant positions:

Post: **PLANNING, RESEARCH & EVALUATION OFFICER (Ref. PR&E 2019)**
Email for submission of applications for this position (pre2019@ppfn.org)

Duration: **Eleven (11) months**

Location: **National Headquarters, Abuja**

Responsibilities:

The purpose of this position is to coordinate the efforts of the Planning, Research and Evaluation unit with other departments as well as in the regions with a view to strengthening the research component of PPFN services for improved and sustained program performance.

Requirements:

- Masters level in Public Health or Applied Social Sciences.
- Five (5) years relevant work experience including no less than three years in NGO (preferably in RH).
- Excellent contextual, analytical, writing and oral communication skills.
- Team leadership and team playing qualities/experience.
- Familiarity with key national and international implementing support and donor organizations in RH.
- Experience with software packages: MS-Word, SSPS, EPI INFO, etc.
- Strong knowledge of NGO operations particularly those in reproductive health including family planning, maternal and child health, sexual health and women development program development and management.
- Research experience (design, data collection and analysis, and survey methods).
- Familiarity with varied socio-cultural issues related to SRH issues in the country.

Post: **YOUTH FOCAL OFFICER (YFO 2019)**
Email for submission of applications for this position (yfo2019@ppfn.org)

Duration: **Nine (9) months**

Location: **National Headquarters, Abuja**

Responsibilities: The purpose of this position is to support the provision of access to adolescent-friendly sexual and reproductive health information and services including age-appropriate comprehensive sexuality and gender-equality education through adolescent-focused projects.

Requirements:

- Degree in Social Sciences or other related disciplines.
- Three (3) years relevant work experience including one year in NGO (preferably in Reproductive Health (RH)).
- Excellent contextual, analytical, writing and oral communication skills.
- Good team playing qualities/experience.
- Familiarity with key national and international implementing support and donor organizations in RH.
- Computer literacy skills.
- Prior training in adolescent and youth development and participation, sexual reproductive health and rights, and gender and their application in development settings will be an advantage.

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), personal contact address (not post office box address please) not later than one week of this publication (**quoting the reference on the envelope**) to:

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

Each applicants is advised to access "Applicant's Forms 1 and 2" from the PPFN website (<http://ppfn.org/careers>), 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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