

**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 programs 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:

**1. PROGRAMME MANAGER (3 Positions)**

**Locations:** (i) NHQ, Abuja (Ref: PMNHQ2018)

(ii) North Central Regional Office, Minna, Niger State (Ref: PMNCR2018)

(iii) South West Regional Office, Ibadan, Oyo State (Ref: PMSWR2018).

**Responsibilities:** The purpose of the position is to organize, coordinate and initiate the planning, development and implementation of Integrated Reproductive Health and Family Planning (RH/FP) projects in the respective locations as part of the strategy to expand access to a broad range of RH/FP information and services.

**Requirements:**

- MA/MSc Public Health or Social Sciences or equivalent.
- Seven years relevant work experience including not less than five years in an NGO (preferably in SRH).
- 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 SRH.
- Computer literacy skills such as Microsoft Packages (excel, word, access), SPSS, Epi-info, etc.
- Sensitive and caring but firm and decisive in managing junior-level staff.
- 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.
- Familiarity with varied socio-cultural issues as they relate to SRH in the country and sensitive to cross-cultural issues and concerns.
- Membership of relevant professional associations.

**2. PROGRAMME OFFICER**

**Location:** NHQ, Abuja (Ref: PONHQ2018)

**Responsibilities:** The purpose of this position is to provide support in the coordination, planning, development and implementation of Integrated Reproductive Health and Family Planning (RH/FP) projects.

**Requirements:**

- BA/B.Sc Public Health or Social Sciences or equivalent.
- Five years relevant work experience including not less than three years in an NGO (preferably in SRH).
- Excellent contextual, analytical, writing and oral communication skills.
- Team playing qualities/experience.
- Familiarity with key national and international implementing, support and donor organizations in SRH.
- Computer literacy skills such as Microsoft Packages (excel, word, access), SPSS, Epi-info, etc.
- Sensitive and caring but firm and decisive in managing junior-level staff.
- 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.
- Familiarity with varied socio-cultural issues as they relate to SRH in the country and sensitive to cross-cultural issues and concerns.
- Membership of relevant professional associations.

**3. ADMINISTRATION OFFICER**

**Locations:** NHQ, Abuja (Ref.: AONHQ2018)

**Responsibilities:** The purpose of this position is to provide and coordinate overall administrative and logistics support services at the National Headquarters for timely and quality implementation of SRH programmes and activities.

**Requirements:**

- B.Sc/HND Business/Public Administration/Management
- 5 years relevant work experience especially in a Non-Governmental Organization
- Computer literacy skills (Microsoft Packages) including MS Word, Excel, etc.
- Proven analytical mind, nose for details.
- Good oral and written communication skills
- Positive towards issues of development in general and reproductive health in particular
- Working experience in NGO especially those involved in SRH
- Ability to work under pressure.
- Team playing skills.
- Master degree in Business Administration is desirable and of advantage.

#### 4. **MARKETING AND COMMUNICATIONS OFFICER**

**Location:** NHQ, Abuja (Ref: MCONHQ2018)

**Responsibilities:** The purpose of this position is to provide support to the efforts in the Business Development Department in order to create/promote a positive image for PPFN and enhance its opportunities for income generation, at both the centre and at regional levels.

**Requirements:**

- B.Sc Marketing, Business Administration, Mass Communication or equivalent.
- Five years relevant work experience including three years in NGO (preferably in SRH).
- Excellent contextual, analytical, writing and oral communication skills.
- Team playing qualities/experience.
- Familiarity with key national and international implementing support and donor organisation in SRH.
- Computer literacy skills such as Microsoft Packages (excel, word, access), SPSS, Epi-info, etc.
- Sensitive and caring but firm and decisive in managing senior-level staff.
- 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 as they relate to SRH issues in the country and sensitivity to cross-cultural issues and concerns.
- Membership of a Professional Marketing/Public Relations Institution or Association will be helpful.

#### 5. **STATE PROJECT OFFICER (WISH PROJECT)**

**Locations:** (i) **Bauchi State (Ref: SPOBAUCHI2018)**

(ii) **Benue State (Ref: SPOBENUE2018)**

(iii) **Jigawa State (Ref: SPOJIGAWA2018)**

(iv) **Kano State (Ref: SPOKANO2018)**

**Responsibilities:** The purpose of this position is to support the general management, coordination planning and implementation of programme activities of the Women Integrated Services for Health (WISH) project in the respective locations.

**Requirements:**

- BA/B.Sc Applied Social Sciences, Public Health, Nursing or related fields.
- Five years work experience in a Non-Governmental Organisation (NGO)
- Significant program experience in Adolescent Reproductive Health and Rights
- Excellent analytical, writing and oral communication skills
- Must be a good team player
- Positive attitude towards Adolescent Sexual Reproductive Health and rights issues
- Computer literacy (proficiency in MS-Office suite)
- Sensitive and caring
- Firm, fair and decisive in managing other levels of staff
- Strong knowledge of NGO operations particularly those in reproductive health including family planning, maternal and child health, sexual health and women's development, program development and management, adolescent reproductive health, etc.
- Research experience (design, data collection and analysis, and survey methods).
- Familiarity with varied socio-cultural issues as they relate to SRH in the country and sensitivity to cross-cultural concerns in the project states.

#### **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 one week of this publication (**quoting position reference**) to:

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

All applicants are advised to forward their applications to the appropriate email below against the position applied for:

| No. | Position/Title                                | Position Reference | Email                  |
|-----|---|--------------------|------------------------|
| 1.  | Programme Manager, NHQ, Abuja                 | PMNHQ2018          | pmnhq2018@ppfn.org     |
| 2.  | Programme Officer, NHQ Abuja                  | PONHQ2018          | Ponhq2018@ppfn.org     |
| 3.  | Administration Officer, NHQ, Abuja            | AONHQ2018          | aonhq2018@ppfn.org     |
| 4.  | Marketing & Communications Officer, NHQ Abuja | MCONHQ2018         | mcobd2018@ppfn.org     |
| 5.  | Programme Manager, North Central Region       | PMNCR2018          | pmncr2018@ppfn.org     |
| 6.  | Programme Manager, South West Region          | PMSRW2018          | pmswr2018@ppfn.org     |
| 7.  | State Project Officer, Bauchi State           | SPOBAUCHI2018      | spobauchi2018@ppfn.org |
| 8.  | State Project Officer, Benue State            | SPOBENUE2018       | spobenu2018@ppfn.org   |
| 9.  | State Project Officer, Jigawa State           | SPOJIGAWA2018      | spojigawa2018@ppfn.org |
| 10. | State Project Officer, Kano State             | SPOKANO2018        | spokano2018@ppfn.org   |

Each applicants is advised to access “Applicant’s Forms 1 and 2” from the PPFN website ([www.ppfm.org](http://www.ppfm.org)), download, fill and submit along with his or her application to the respective position email address as indicated above.

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.***