

JOB DESCRIPTION FOR THE POSITION OF A PROGRAM MANAGER

Position: Program Lead
Reporting to: Executive Director
Start Date: January 2025

About CAPRIGHTS:

Centre for the Advancement and Protection of the Rights of Vulnerable People (here referred to as CAPRIGHTS-VP) is an Organisation borne out of passion and concern of 4 Nigerian professionals for the cause of the vulnerable people particularly- women, children, orphans, people with disability, the elderly, the youths (especially those who needs guidance in life) and generally the less privileged in our society.

Our Vision

'A just and fair society where everyone is treated equally, respected and supported to live their lives to the fullest irrespective of the circumstances of their lives/situation they find themselves in'.

As we pursue our mission of empowering and positioning vulnerable people better to access resources open to them, we are seeking a dedicated and strategic program manager to lead the program team of CAPRIGHTS.

Job Requirements & Responsibilities:

- Work with the Executive Director and senior management team of CAPRIGHTS and implement strategic initiatives aligning with the organization's mission and goals.
- Lead resource mobilization efforts by identifying and pursuing funding opportunities, cultivating relationships with donors, and developing grant proposals. Overseeing the grant application process, ensuring the timely submission of high-quality proposals and reports.
- Provide leadership and guidance to the team, especially for effective operations and development in the organization
- Represent the organization in external meetings, conferences, and partnerships related to resource mobilization.
- Contribute to developing and implementing policies and procedures to enhance organizational efficiency.
- Oversee the organization's daily operations and support in supervising various heads of departments and units to ensure that deliverable's are met.

- Support the Executive Director to ensure the effective implementation of the organizational Strategic Plan, Resource Mobilization Plan, and Growth Plan & Targets.
- Oversees compliance with various organizational policies and procedures.
- Carry out any other duties that the Executive Director may delegate from time to time.
- Monitor programme progress, identify potential risks, and develop mitigation strategies.
- Lead programme evaluation efforts, gather feedback, and make data-driven improvements.
- Prepare regular programme reports for donor, senior management and board members.
- Foster positive relationships with stakeholders, donors, and community members.
- Stay updated on industry trends and best practices to enhance programme effectiveness.
- Manage a team and ensure their professional growth.

Qualification/Experience:

- Bachelor's Degree in any of the social science courses, Management, Economics, Administration, or other related field. Or equivalent in work experience.
- At least 5 years' experience working for and/or with Civil Society Organizations, Community Based Organizations or social enterprise
- **An excellent command of spoken and written English is critical.**
- Experience resource mobilization, grant writing, and grant management.
- Experience in the basics of accounting and financial management, auditing regulations, and fulfilling project targets.
- Conversant with human resource management in small and medium-sized organizations.
- Experience in conducting human rights advocacy campaigns
- Strong organizational and planning skills
- Excellent communication and interpersonal skills
- Ability to work independently and coordinate a team
- Excellent problem-solving skills.
- Professional and pleasant demeanor to meet with stakeholders.
- Sharp attention to detail with an extraordinary ability to multitask.
- A reliable and diligent worker.

Candidates residing within Alimosho area of Lagos State are strongly encouraged to apply.

Please submit a resume to caprights.vprecruitment@gmail.com