

# Nigeria Jobs Expertini®

## Resident Program Director, Nigeria

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Company: International Republican Institute

Location: Abuja

Category: arts-design-entertainment-sports-and-media

### Job Details

#### Description

#### Job Summary

Every employee of IRI is responsible for carrying out the mission of IRI and demonstrating the Core Values in their day-to-day operations. The Core Values, which are IRI's foundational building blocks include:

**Excellence** - We believe in quality results delivered by investing in **Freedom** - We believe in exploration and experimentation to be agile and responsive. **Respect** - We believe in trust, empathy and empowering people. **Teamwork** - We believe in diversity, inclusion and the power of global collaboration. **Transparency** - We believe in open communication and clear decision-making. **Accountability** - We believe in personal responsibility as the foundation of success.

The Resident Program Director (RPD) is responsible for all programmatic, personnel, outreach and accounting matters in Nigeria. In consultation with IRI/Washington, the RPD designs and implements a long-range strategy for IRI programs in Nigeria, manages budgets and is responsible for compliance with local laws and regulations governing current funding.

#### Position Requirements:

#### Primary Functions & Responsibilities

Monitors, analyzes, and reports on political and related developments in Nigeria to provide regional and country analysis.

Serves as the official senior IRI representative in Nigeria, developing credibility with and maintaining good relationships with all relevant stakeholders, including and foreign diplomats

and donor agencies, host-country government representatives, and program partners.

Participates in the substantive design of programs and contributes to the development of new program ideas.

Oversees the implementation of all program activities ensuring consistency with grant work plans and objectives.

Establishes, maintains, and develops productive working relationships with relevant stakeholders, consultants, field, and DC staff.

Oversees all operations related to the IRI field presence and ensures IRI complies with local laws regarding IRI's legal status in the country and employment of field staff.

Supervises field staff, including participating in the hiring, professional development, and evaluation process for these staff. Sets specific goals and provides ongoing performance feedback.

Mentors field staff in program development, finance, work plan development and presentation, reporting, monitoring and evaluation, business development, and knowledge management.

Maintains an understanding of donor and IRI policies and procedures related to grant compliance and oversight.

Understands a grant's substantive, financial and compliance requirements.

Oversees the implementation of all program activities in Nigeria ensuring consistency with grant work plans and objectives, reporting weekly to DC.

Monitors and approves field office budgets and expenses, in collaboration with DC program staff and the Regional Project Accountant, to ensure that expenditures remain within budget allocations.

Monitors, analyzes, and reports to DC staff on political and economic developments, and media responses.

Ensures adherence to monitoring and evaluation plans, including the monitoring of programs and evaluation/analysis of program results.

Provides information and contributes to sections of quarterly, semi-annual, final, and other relevant reports for funders.

Anticipates potential problems and trouble shoots project challenges and offers solutions and actively takes part to lead resolution of them with creative and immediate solutions.

Leads business development efforts, including identifying and seeking out potential new or additional sources of funding with real-time costs estimates for proposal budgets, and/or the development of new program ideas, coordinating with DC staff.

Actively supports IRI's communication strategy including IRI's branding and outreach plans on projects assigned, including drafts and updates program summaries and other outreach materials, drafts web stories, tweets, etc.

Performs other duties as assigned.

## **Qualifications**

### **Behaviors**

### **Motivations**

### **Required**

**Bachelors or better in Political Science or related field.**

### **Preferred**

**Masters or better in Political Science or related field.**

### **Experience**

#### **Required**

#### **8 years:**

- Undergraduate degree in political science, international relations, or related field. Master's degree preferred.
- Minimum 8 years of professional experience working in democracy and governance, working directly with election authorities, political parties, civil society organizations/NGOs, and marginalized groups, including youth, women, and PWDs.

### **Licenses & Certifications**

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

The contractor will not discharge or in any other manner discriminate against

employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. CFR

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