

Program Manager, Nigeria

Job description

Location	Lagos, Nigeria
Hours	40 hours per week
Reports to	Senior Program Manager, Nigeria
Start date	ASAP
Application deadline	21 st November 2024

About the Freedom Fund

The Freedom Fund (www.freedomfund.org) is a leader in the global movement to end modern slavery. The Freedom Fund works to combat many different forms of extreme exploitation, including forced labour, sex trafficking, forced marriage, and the worst forms of child labour. The Freedom Fund:

invests in those countries and sectors with the greatest incidence of modern slavery.

analyses which interventions work best and shares that knowledge.

brings together a community of activists committed to ending extreme exploitation and empowered by the knowledge of how best to do so.

generates funding by demonstrating how effective interventions can protect those at risk of being exploited and free those in situations of exploitation.

In its first ten years, the Freedom Fund has supported over 174 organisations across countries in Africa, South America, South and South-East Asia.

About the position

This is an exciting and demanding full-time role for an outstanding individual with experience in managing and implementing development and human rights programs. The successful candidate will oversee a portfolio of the Freedom Fund's investments in Nigeria. They will be based in Lagos, Nigeria and report to a Senior Program Manager based in London, UK. The position's main responsibilities are to ensure Freedom Fund partners design and deliver quality programs, measure their impact, and support research and learning.

About the program

In 2022, the Freedom Fund launched a pilot program in Nigeria and Liberia to identify effective intervention strategies to address exploitative child domestic work. The pilot program combined formal research, testing and learning through pilot projects, and extensive engagement of government, civil society and other issue experts to inform an intervention model to address exploitative child domestic work in the future. The pilot phase is now coming to an end and the Freedom Fund is now preparing for the start of a more comprehensive intervention in Nigeria – with support from the U.S. Government’s State Department. The next phase, which starts in January 2025, will bring together 7 civil society organisations in Lagos, Nigeria, to jointly implement a response and protection strategy focusing on harm reduction and with the aim to improve and safeguard the welfare of child domestic workers in Lagos, Nigeria.

The aim of the program is to foster active collaboration between civil society and relevant child protection, child labour and anti-human trafficking government bodies to coordinate on policy responses and frontline services to prevent and address children in exploitative domestic work. The project will unite policy officials and community leaders to recognize exploitative child domestic work and include it under their mandate; improve information sharing and case referrals between government institutions and civil society organizations; and strengthen community monitoring and official actions against households that exploit their CDWs. This expansion will be informed by insights and evidence from the pilot phase, aiming to enhance community-based interventions and strengthen organizations’ capacities and coordination to ensure the long-term sustainability of operations.

Responsibilities

Program Strategy and Delivery

- Oversee Freedom Fund investments in the program in Nigeria.
- Analyse political, policy and sectoral developments in Nigeria to support hotspot strategy development.
- Work with the Senior Program Manager to set and periodically review hotspot strategies.
- Ensure and enable quality delivery of the program in Nigeria.
- Draft internal and external reports using partners’ progress reports and data.
- Commission/manage technical experts and consultants as relevant and needed.
- Support and contribute as needed to program initiatives that may arise periodically.

Support and Manage Program Advisor

- Manage Program Advisor for the hotspot.
- Support the Program Advisor to address and trouble shoot challenges as they arise.
- Support the Program Advisor to manage relationships with relevant local partners.

Data and Reporting

- Monitor program performance against objectives, using agreed indicators and the M&E system.
- Provide research, M&E and other support as required and requested.

Grant management

- Review monthly management accounts for the program.
- Ensure payments to partners and service providers are made in a timely manner.
- Ensure appropriate grant management processes are followed by the Program Advisor
- Act as a central point of contact with other Freedom Fund teams in relation to grant management processes that may require their involvement or input.
- Inform and draft responses to external or donor queries about the Freedom Fund grant management processes.
- Run periodic audits of grant management processes implementation.
- Ensure hotspot compliance with the Freedom Fund's grant management systems and donor rules (including US government compliance standards)

In-country representation

- Serve as the security focal point and the safeguarding focal point for the program.
- Represent the Freedom Fund and the hotspot programs in networks, with the government and in CSO forums.
- Support the Senior Program Manager in evolving the strategy of the hotspot, identifying opportunities to strengthen the work and liaise with in-country networks to promote learnings from the Freedom Fund's work.

Qualifications and experience

The Freedom Fund seeks an energetic, thoughtful and committed candidate, capable of operating with a high level of professionalism in a range of global settings. The successful candidate will have experience working with poor and marginalised communities and a track record of implementing development programs with a strong monitoring and evaluation component. This role is located in Lagos, Nigeria.

Essential

- Extensive program and people management experience.
- Knowledge and experience working on child labour, and/or forced labour, human rights, anti-human trafficking or modern slavery initiatives; familiarity with child domestic work/ child protection highly desirable.
- Direct experience of working with marginalised communities.
- Grant making experience to local civil society organisations.

- Experience employing rigorous monitoring and evaluation techniques and clear understanding of possibilities and limits of measurement in development.
- High proficiency with Microsoft Office tools (especially Word and Excel).
- Experience working with private and public donors.
- Experience implementing and managing government grants particularly from Europe, the UK or the US.
- Experience preparing and managing budgets.
- Entitled to work in Nigeria without work permit sponsorship

Personal attributes

Essential

- Team player committed to the Freedom Fund's values and passionate about human rights issues.
- Ability to build relationships with a wide range of individuals from diverse backgrounds.
- Ability to work independently, displaying strong initiative in solving day-to-day problems with limited direction.
- Sound English communication skills and ability to present information in compelling ways.
- Willingness and ability to travel, sometimes to remote communities, as required.

Compensation

\$36,080 to \$37,029 depending on experience

Application procedure

Applications should be submitted in English and include a CV, cover letter (maximum one page), and contact details of two professional referees, one of which must be the applicant's current / most recent line manager or current / most recent Head of HR. If professional referees are not applicable, personal references are welcomed, providing they are able to speak to the strengths listed in the above description.

Please send applications by email in PDF format to jobs@freedomfund.org, including 'Program Manager, Nigeria' in the subject line before **9am on 21st November 2024**.

Please note that only candidates selected for further consideration will be contacted. No phone calls please. **No agencies please.**

The Freedom Fund is an equal opportunities employer. In line with our values of respect, agility, and excellence, we value the strength of a diverse workforce and strongly encourage applications from people with disabilities, Black, Asian, Indigenous or Minority Ethnic backgrounds, LGBTQ+ and from different socio-economic backgrounds. Applicants must be

eligible to work in Lagos, Nigeria office. The Freedom Fund will aim to meet candidates' access requirements throughout the recruitment process. If this is applicable, then please notify us.

The Freedom Fund is committed to the importance of meaningful survivor inclusion and leadership. As such, particular consideration will be given to applicants with lived experience of trafficking and/or forced labour.

The Freedom Fund offers any candidates with lived experience of trafficking and/or forced labour the opportunity to have an informal and confidential pre-application chat with a member of our team to discuss suitability for the role as well as any reasonable adjustments that may be needed for the recruitment process. This conversation is intended to provide support to the candidate and will not have any negative impact on the recruitment process. Please get in touch at jobs@freedomfund.org

Background checks

As part of our commitment to the protection of children and vulnerable people in our work, any offer of employment with the Freedom Fund will be subject to satisfactory pre-employment checks to ensure we recruit only those who are suitable to work with children and vulnerable persons. These checks include Disclosure and Barring Service and/or International Criminal Records Checks, satisfactory references, proof of eligibility to work in the national location of this role and checks against the Office of Foreign Assets Control data list (OFAC) which highlights any connections to terrorism or trafficking.

At the Freedom Fund, we are conscious that some candidates may have criminal records resulting from their experience of trafficking and/or forced labour. Applications from individuals with a criminal record, or who have been formerly incarcerated are accepted. We welcome a confidential conversation on this as part of the pre-application chat noted above or at the point of an offer being made.

Any offer of employment or consultancy with The Freedom Fund will only be made following successful background checks conducted on the applicant. Such checks may be updated periodically during the period of employment or consultancy. Initial checks will only be undertaken at the point of a job offer being made, and always with the prior permission of the candidate.