



VACANCY: TECHNICAL COORDINATOR

AN OVERVIEW

Established in 1949, SOS Children's Villages is a dynamic social development international organization working globally to meet the needs and protect the interest and rights of orphaned and vulnerable children. In Nigeria, SOS Children's Villages was established in 1973 after the civil war as an affiliate of SOS Children's Villages International which is a federation of over 130 SOS Children's Villages Associations world-wide. We build families for neglected, abandoned or orphaned children, we help them shape their own futures and we share in the development of their communities. In fulfilment of our expansion project, we urgently require skilled individuals to fill the following vacancies for a project.

The project aims to enhance the childcare and protection system in Borno, Edo, and Plateau States, as well as at the national level, by implementing the Child Rights Law and Quality Alternative Care Guidelines, while also reducing child abuse and exploitation through strengthened state protection structures and community safety nets for vulnerable children.

The eligible candidate is required to possess the under listed skills in addition to role specific requirements.

- Understanding the NGO/INGO sector.
- Excellent understanding of children's rights and child protection issues.
- Awareness and basic understanding of issues affecting orphans & vulnerable children, such as the causes of vulnerability (e.g. HIV & AIDS, gender discrimination, poverty, etc.), local and national responses, etc.
- Excellent command of written and spoken English – other languages, an asset.
- Strong analytical and reporting skills, including ability to identify problems and possible solutions, and ability to clearly reflect these in a report.
- Good communication skills and People development skills, including facilitation, coaching and mentoring skills, to build the capacities of co-workers from partner organizations; as well as of children and their care-givers, and other community members.
- Collaboration skills, being driven to work with others and able to build strong working relationships community members and groups.
- Fluent in at least one of the local languages spoken in the Programme's target communities.
- Ability and willingness to travel as required within and between project/programme locations.
- Ability to work successfully in a cross-cultural, team-based environment.
- Strong use of MS Office Word, Excel and PowerPoint, Office 365.

JOB DESCRIPTION

The Technical Coordinator plays a crucial role in managing the technical aspects of projects as outlined in proposals. This position involves supporting the development of work plans in relevant thematic areas and organizing various components of activities to foster collaboration and ensure efficient communication among team members and stakeholders. The Technical Coordinator will also provide advisory services, ensuring compliance with approved plans while enhancing productivity and efficiency through innovative suggestions.

Key Responsibilities:

The selected financial professional will be responsible for:

1. Technical Coordination:
 - Manage and oversee all technical aspects of projects, ensuring alignment with proposal objectives.
 - Support the development of comprehensive work plans in relevant thematic areas, integrating input from team members and stakeholders.
2. Activity Organization:
 - Organize project activities to facilitate collaboration and communication among team members and partners.
 - Ensure that all components of the project are effectively coordinated, promoting synergy and reducing redundancy.
3. Advisory Functions:
 - Provide expert information, advice, and recommendations to project teams and stakeholders on technical matters.
 - Conduct assessments and analyses to determine the best course of action for project implementations.
4. Compliance and Reporting:
 - Ensure all project activities comply with approved plans, methodologies, and guidelines.
 - Prepare and maintain documentation for project processes, outcomes, and compliance requirements.
5. Productivity Enhancement:
 - Identify opportunities for increasing productivity and efficiency in project activities.
 - Propose and implement innovative solutions to enhance project deliverables and outcomes.
6. Stakeholder Engagement:
 - Establish and maintain effective communication with project stakeholders to ensure clarity and alignment of goals.
 - Facilitate stakeholder meetings and discussions to address challenges and gather feedback.
7. Monitoring and Evaluation:
 - Assist in developing monitoring and evaluation frameworks to track project progress and impact.
 - Analyze data and provide insights to guide decision-making and improve project efficiency.
8. Capacity Building:
 - Support capacity-building efforts for team members and stakeholders in relevant technical areas.
 - Facilitate training sessions and workshops to enhance knowledge and skills within the team.





9. Data Confidentiality: Understanding data confidentiality principles is compulsory. Treat donor information gathered confidential and secure.

10. Safeguarding Policy: Support in ensuring that all tasks are in compliance with the Safeguarding Policy Implementation in the Organization.

Qualifications:

- Bachelor's degree in a relevant field (e.g., Engineering, Project Management, Environmental Science, etc.) (Master's degree preferred).
- Proven experience in a technical coordination role within project management or relevant sectoral experience.
- A Project Management Professional (PMP) certification would be an added advantage.
- Strong understanding of project work plans and compliance requirements.
- Excellent organizational skills and ability to manage multiple tasks effectively.
- Strong analytical and problem-solving abilities with a focus on innovative solutions.
- Effective communication and interpersonal skills to work collaboratively with diverse teams.

Skills and Competencies:

- Ability to provide strategic advice and recommendations effectively.
- Proficiency in project management tools and software.
- Strong leadership qualities and the ability to motivate and guide team members.
- Commitment to continuous improvement and capacity building.

Application Details

Interested candidates should submit their CV and a cover letter on or before March 14, 2025, outlining their relevant experience and motivation for applying.

SOS Children's Villages is committed to creating and maintaining a caring and protective environment, which promotes its core values, and prevents and addresses all forms of abuse and exploitation. We strongly condemn all forms of child abuse and exploitation, be it within or outside of our organization, and always respond to any case of proven, alleged or attempted abuse within our sphere of influence according to its nature.

SOS Children's Villages is committed to creating and maintaining a safe working environment for our staff, the children and young people and the communities that we work for. The organization prohibits harassment, exploitation and abuses by or of any employee, supervisor, manager, child, young people, community, contractor, applicant, or other individual with whom SOS Children's Villages employees come into contact by virtue of their work. All employees are expected to carry out their duties in accordance with our prevention and protection against Sexual Harassment, Exploitation and Abuse policy.

In addition, SOS Children's Villages apply a zero-tolerance concerning any fraud situation. The organization does not charge a fee at any stage of the recruitment process.

All successful candidates will be required to undergo background checks.

