

We are making Great Things Happen.

Join Us to Make a Better World Possible

Role: Program Associate (Tech4Dev)

Reports To: Lead Program Advisor/ Ag Chief Executive

The Position:

The Program Associate (Tech4Development) role is primarily designed to be the point personnel leading our technology for development and social impact programming needs. The incumbent will be a versatile person, with substantial knowledge and expertise on technology solutions used in the development sector. The role will work actively with our social innovation hub team and community advancing our effort to integrate cutting edge technology into our development programming particularly in the area of active citizen engagement, anti-corruption, social entrepreneurship, human rights, SDGs, judicial reform and economic development. Position responsibilities will include technology related program development, project implementation support, fundraising and proposal writing, advising the organisation on ICT-related programs and issues. This role requires a substantial level of expertise, independent and collaborative thinking, initiative and ability to work with limited or no supervision.

The Organisation:

Citizens' Commons is a citizen action organisation, committed to empowering everyday citizens to take social actions targeted at to solving small and big societal challenges using the power of community, collective action, collaboration and innovation. Through our Community Impact spaces, we provide the platform to incubate ideas, engage in community dialogue, explore policy solutions, resource emerging social entrepreneurs, civic leaders and community activists in their resolve to challenge old thinking, seek bold solutions and make great things happen. We work with youths, women and everyday citizens as well as policy makers to champion the emergence of a new Nigeria. Our work span across several issues such as democracy and rule of law, anticorruption and open government, citizen rights and public accountability, civic Engagement, social entrepreneurship and the SDGs.

Technology Program Management (40%)

- Responsible for ideating, researching and exploring new opportunities for expanding our tech for development programming portfolio with support for LPA/ED.
- Research trends, interview experts and identify opportunities to extend the reach of high-quality technology tools and resources for social impact programming.
- Actively engage our Social Impact Community Hub team to identify appropriate opportunities collaboration, needs assessments, support mechanism and resource mobilisation for such initiatives.
- Supports the organisation internal and external outreach, building relationships, as well as connecting stakeholders, with skills, tools and networks and events that maximises technology for social impact.
- Liaison with relevant project teams and other stakeholders on grant prospecting, management and reporting.
- Coordinates the implementation of technology enabled program components and reporting for stakeholders.

Technology Support and Outreach (40%)

- Serves as the Lead technology officer for the organisation on technology related matters.
- Contribute and/or produce policy briefs, blogs and related knowledge sharing materials for the consumption of community of practice, beneficiaries and stakeholders.
- Liaise with vendors and services providers for the best resource support for our programming needs.

Others: (20%)

- Collaborate with ED/LPA and other team members for possible programming ideas business development opportunities, grant sourcing, reporting, implementation and related business development opportunities.
- Conducts training, presentations and other knowledge sharing opportunities internally and externally as required.

- Recruit and manage support interns/program assistants, relying exclusively on board, intern and volunteer talent, to support the technology for development programming needs for the organisation.
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Mentor and develop staff using a supportive and collaborative approach on a consistent.
- Collaborate with the MEL Associate to support the ongoing evaluation of relevant projects
- Any other task as assigned by the ED/LPA.

The role will be supported by at least one intern/program assistant (or more) as need arises.

Qualifications and Requirements

- Bachelor's Degree in a field related to ICT4D required, experience in IT with related certifications will be considered in lieu of a degree, related IT certifications strongly desired.
- Minimum of 2 years demonstrable experience in technology project management, tech-driven program development. ICT4D work within the non-profit sectors will be an added advantage.
- Proven experience with a broad array of open source as well commercial technologies used in the development sector
- Proven knowledge of the international development and social impact technology needs.
- Proven ability to work as part of a team to achieve complex results under strict deadlines.
- Strong organizational skills, rigorous attention to detail, and problem-solving abilities needed to perform effectively in a demanding position.
- Proficiency in technology and productivity tools - (MS Word, Excel, internet navigation, etc.)
- Demonstrated Ability to work independently, take initiative and under minimum supervision is required.
- Demonstrable strong technical writing skills and capacity to synthesize data and high volume of information into key messages to various audiences.
- A commitment to principles of social justice and impact, within the context of the sustainable development goals.

Role Location: Abuja Nigeria

Remote Work Possible – Not Possible

To Apply:

- [Please fill and application form here.](#)
- Please attach a Cover letter and Resume.
- Please visit for additional application information.
- Please note that only shortlisted applicants will be contacted.

Citizens' Commons is an equal opportunity employer.