



JOINT NATIONAL ASSOCIATION OF PERSONS WITH DISABILITIES

(JONAPWD)

The Joint National Association of Persons with Disabilities (JONAPWD) is the only umbrella body of all associations (clusters) of Disabled People's Organization (DPOs), as well as civil society organizations working on disability issues in Nigeria recognized by governments at national, state and local levels. JONAPWD has existed for over one decade, promoting the rights of persons with disabilities (PWDs); advocating for inclusive laws and policies; and engaging with all sectors and stakeholders in the society to enhance social inclusion of PWDs. JONAPWD serves as a major institutional hub of disability information resources in Nigeria.

JONAPWD's vision is A society where equality social justice and rights of persons with disabilities are guaranteed. Its mission is To attain a society where equity social justice and rights of persons with disabilities are guaranteed through specific projects, advocacy and partnership with relevant stakeholders.

JONAPWD currently has affiliated chapters in all the 36 states and the FCT Abuja. Local government chapters also exist in some states.

JONAPWD's National Secretariat, situated in the Nigerian Federal Capital Territory, Abuja, is saddled with the responsibility for the management and administration of its activities at the national level. The Secretariat coordinates all the state and local chapters, National Disability Cluster members, CSO affiliates, as well its relationship with all local and international development partners.

JONAPWD is recruiting qualified persons to fill the following key positions in its National Secretariat. This positions are for full time employment. All conditions of service as contained in JONAPWD's Human Resources and Staffing Policy shall apply.

- *National Programme Manager: S/he shall be responsible for **the management and administration of programmes, projects and activities of the national secretariat of JONAPWD.** Design and development of programme*

concepts and initiatives, and implementation plans; Development and administration of programme budgets; Coordination of programme implementation activities; Design and implementation of programme monitoring and evaluation plans; Coordination of programme collaborations and partnerships. S/he shall also take responsibility for providing Key Support for the National Executive and Secretariat in areas including: Providing Secretariat support for the national executive officers of JONAPWD; Under the guidance of the National President coordinating the relationship between the National Executive and JONAPWD's cluster member organizations; In consultation with the Chief Executive and the National President and Secretary coordinate the Board meetings (including planning, following up on actions, sending of agenda, briefing and papers) to allow meetings to occur in a timely and effective manner; In consultation with the President and Committee Chairpersons, provide administrative and other support to ensure that Committees of the JONAPWD are effective; Undertake any other roles and responsibilities as may be assigned by the National President and or the National Executive of JONAPWD from time to time

Preferred candidate is expected to possess at least three years of solid experience in disability-based programme management; Working knowledge and experience in related development work would be an added advantage;; Degree in Social sciences, Social Work and/or Development Studies; The ideal candidate would be energetic and adaptable in his/her approach, be able to work individually with less supervision, strong capacity to multitask and work under pressure and has great skills to work in and/or with teams; Professional knowledge of English is necessary and have excellent communication skills.

2. National Financial Officer: JONAPWD is seeking the services of an experienced Finance Officer to run its National Financial Management Systems within the National Secretariat. The officer shall be responsible for Management of financial accounting process of JONAPWD in line with donor requirements; Alignment of all programme goals with JONAPWD's financial policies and procedures;; Facilitation of financial backing for all approved program.s; Coordination of financial and other resource mobilization strategies and activities of JONAPWD National Secretariat; Play a major role in interpreting financial information; Coordination of all financial monitoring, evaluation and proper documentation processes.Preferred candidate is expected to possess at least University degree in business administration, finance or accounting. Qualification/experience in accounting and finance is an asset;; At least 3 years of post-qualification experience preferably including responsibility for the financial and accounting operations of a private/public sector agency;; Previous work experience in projects financed by international donor organizations;; Knowledge of computerized accounting programs, accounts payable and accounts receivable and generally accepted accounting principles;; Demonstrated competence in the use of Microsoft Office and project planning software; Demonstrated ability to motivate and promote collaboration amongst diverse teams and team members.; Demonstrated analytical and problem-solving and negotiating skills with ability to balance project objectives and financial requirements with client needs; Demonstrated ability to elaborate and present financial reports and statements; Availability, dependability, and willingness to be flexible; Enthusiastic and positive attitude toward helping others; The ideal candidate would be energetic and adaptable in his/her approach, be able to work individually with less supervision, strong capacity to multitask and work under pressure and has great skills to work in and/or with teams; Professional knowledge of English is necessary and have excellent communication skills.

Interested Applicants should submit the following on or before January 15th, 2015:

- A one-A4 page typed application;
- A copy of current CV;
- Two letters of Reference from either senior civil servants of not less than grade level 14; registered legal practitioners; or clergy from very renowned faith-based organizations;
- Two recent passport size photos.
- All applications and inquiries should be directed to the Office of the President, National Secretariat, Joint National Association of Persons with Disabilities,

Contact Address:

Suit 104 Gambo Sawaba Block

National Women Development Center

Central Bussinesn District,

Abuja

Email: jonapwdnigeria@yahoo.com, umohekaetej@yahoo.com

Phone: 080-37253547, 080-25123601