



TITLE: Head of Program and Operations

LOCATION: Makurdi

IAIDI is powered by the belief of unlocking opportunities for all. To do this, we know our teams do their best work when they are diverse, and every team member feels that they belong. We welcome diverse backgrounds, perspectives, and skills so that we can be stronger and have a long-term impact.

The Program / Department / Team IAIDI has been operational in Nigeria since 2014, focusing its interventions on Sustainable Agriculture, Livelihood and Resilience Value chain, and inclusive markets and Nutrition in both humanitarian and development sectors. With the ongoing insurgency in Northeast, Northwest, and Northcentral Nigeria causing the displacement of millions of individuals, IAIDI started its humanitarian response in 2016 to address the rising humanitarian needs and development nexus

SCOPE OF ROLE:

Reports to: Executive Director

Staff reporting to this post: Program Managers and Operations Manager

KEY AREAS OF ACCOUNTABILITY:

As a member of the Senior Management Team, contributes to:

- ☐ Contribute to the strategic discussions to improve program implementation and quality
- ☐ Take the lead in ensuring that program implementation is done timely and in line with the awards review to improve the KPIs and other IAIDI's performance measuring matrices
- ☐ Lead the development of an organizational culture that reflects our full spectrum mandate and values, promotes accountability and high performance, encourages a team culture of learning, and ensures teams are adequately supported to deliver quality programmes for the communities
- ☐ As and when requested, lead/chair the SMT meeting and give directions to the team
- ☐ Coach staff to ensure performance or implementation issues are solved in a consultative manner, which empowers staff decision-making and ownership of their work.

Program Implementation and Delivery

- ☐ Provide overall leadership and management of program implementation across all thematic areas, ensuring activities are delivered on time, within budget, and to quality standards.
- ☐ Work closely with the Executive Director and Program Manager/Technical specialist to translate program designs into actionable implementation plans.
- ☐ Oversee the development of detailed implementation plans, procurement plans, and phased budgets in line with donor and IAIDI's standards, by the PMs/Budget Holders (BH).

- ☐ Collaborate with the Executive Director to conceptualize and design cost-effective, innovative, high-quality projects
- ☐ Lead the Budget Holders (BH) on producing accurate and high-quality forecasting of their project budgets in line with accurate, detailed implementation plans (DIP), procurement plans (PP), and other project cycle plans in each forecasting period as per IAIDI's schedule.
- ☐ Lead field operations, ensuring effective coordination, monitoring, and problem-solving to maintain delivery excellence.
- ☐ Drive accountability for key KPIs, including budget utilization, reporting, and program quality
- ☐ Manage multiple grants across multiple sectors- in various districts and ensure regular project reviews by receiving monthly BVA/financial reports, to ensure activities are implemented on time, with the right quality, and spend is on target as per plans.
- ☐ Ensure project reviews are done for all projects and subsequently link to portfolio review meetings and address identified issues or raise a red flag for those requiring SMT intervention

Emergency Preparedness and Response Management

- ☐ Lead the development of the Nigeria Emergency Preparedness plan, organizational readiness to respond to emergencies in line with the IAIDI's global humanitarian principles
- ☐ In coordination with the Executive Director and SMT, maintain consistent and coherent engagement in key inter-agency emergency preparedness and response coordination mechanisms, including the Cluster system, CSOs, as well as with Government Institutions and the private sector
- ☐ Together with the Humanitarian Manager, ensure that all IAIDI staff across departments and sub-offices know the EPP, their role in it, and are familiar with, adhere to, and implement the procedures and processes detailed in the Rules and Principles for emergency response, applying standards such as CHS and SPHARE.
- ☐ Lead partnership and proposal development to meet the IAIDI humanitarian and development sector delivery of grants.

Supply Chain Management

- ☐ Effectively oversee the Supply Chain Department, ensuring that all activities (procurements, fleet, assets, warehouse & TIM, base setup, etc.) are coordinated.
- ☐ Support the Supply Chain Manager to plan and implement logistics and procurement plans.
- ☐ Ensure close monitoring of assets and stock management.
- ☐ Ensure effective use of the organization's online Sourcing and Payment system.
- ☐ Ensure that Nigeria's supply chain capacity meets standards and is effectively supporting program requirements.
- ☐ Ensure appropriate and adequate emergency and development logistics procedures are detailed in the Country EPP to enable rapid scale-up.
- ☐ Ensure IAIDI supply chain manuals are up to date.

- ☐ Ensure vehicles/fleet maintenance/insurance is adequately managed and lead for implementation of the Fleet Service Charge Project.
 - ☐ Ensure goods and services procured are cost-effective and of standard quality.
 - ☐ Work closely with the procurement team in strategic sourcing, thus negotiating best deals with suppliers and Endeavor to attain value for money (VfM) as per IAIDI policy and procedures.
 - ☐ Ensure effective management, proper documentation and recording of fixed assets of the organization.
- Coordination, Quality, and Compliance**

- ☐ Work closely with Managers and MEAL teams to ensure program quality and adherence to technical standards.
- ☐ Contributes towards risk management plans and/or assessments and proactively identifies project risks on an ongoing basis and takes corrective action
- ☐ Ensure that implementation is informed by evidence, learning, and ESG-centered approaches.
- ☐ Support integration across sectors and projects to enhance synergy and cost-effectiveness.
- ☐ Lead regular implementation reviews, risk assessments, and corrective action planning.
- ☐ Ensure compliance with donor contracts, procurement regulations, and IAIDI financial controls.

Representation and External Engagement

- ☐ Represent IAIDI at relevant coordination platforms, operational working groups, and donor or government meetings as delegated by the Executive Director
- ☐ Strengthen relationships with key government ministries (Ministry of Agriculture and Food Security, Livestock Environment, Women and Social Welfare, Green and Blue Economy) and align implementation with national priorities.
- ☐ Promote visibility of IAIDI's work and facilitate strategic engagement with implementing partners and donors at the field level.

People Management and Development

- ☐ Provide effective leadership, supervision, and coaching to program managers, field managers, and partnership staff.
- ☐ Foster a culture of collaboration, accountability, and continuous learning across teams.
- ☐ Ensure regular performance reviews, capacity building, and succession planning within the implementation and partnership teams.
- ☐ Uphold IAIDI's values, safeguarding, and code of conduct in all leadership and management practices.

BEHAVIOURS (Values in Practice)

Accountability:

- ☐ Holds self-accountable for making decisions, managing resources efficiently, achieving, and role modelling IAIDI values

- ☐ Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance, and applying appropriate consequences when results are not achieved

Ambition:

- ☐ Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development, and encourages their team to do the same
- ☐ Widely shares their personal vision for IAIDI, engages and motivates others
- ☐ Future orientated, thinks strategically and on a global scale.

Collaboration:

- ☐ Build and maintain effective relationships with their team, colleagues, members, and external partners and supporters
- ☐ Values diversity, sees it as a source of competitive strength
- ☐ Approachable, good listener, easy to talk to

Creativity:

- ☐ Develops and encourages new and innovative solutions
- ☐ Willing to take disciplined risks.

Integrity:

- ☐ Honest, encourages openness and transparency; demonstrates highest levels of integrity

QUALIFICATIONS

A master's degree in agriculture and Rural Development, Development Studies, Social Sciences, or related field

QUALIFICATIONS AND EXPERIENCE

- ☐ Minimum 9 years' experience in program management, with at least 4 years in a senior leadership role overseeing field operations and partnerships.
- ☐ Proven experience managing large, multi-sector, multi-donor funded programs (e.g., USAID, FCDO, SDC, BHA, Master Card Foundation, NHF, ECHO, World Bank).
- ☐ Solid understanding of program operations, compliance, risk management, and field coordination.
- ☐ Substantial experience and knowledge of effective financial and budgetary control, and securing and managing grants from major institutional donors
- ☐ Solid project management skills related to organizational development projects and international, cross-functional teams with a proven history of delivering results
- ☐ Substantial experience in logistics, including procurement, supply chain, fleet management & inventory
- ☐ Strong leadership, problem-solving, and interpersonal skills.
- ☐ Ability to work within a matrix management structure.
- ☐ Commitment to gender equality, safeguarding, and child rights principles.

- ❑ Proven experience in NGO emergency programming, with a significant knowledge of international humanitarian systems, institutions, and donors.
- ❑ Ability and willingness to change work practices and hours in the event of major emergencies, including travelling at short notice and for extended periods of time
- ❑ A high level of computer literacy (Word, Excel, PPT, internet programs, etc.)
- ❑ Good risk management analysis, monitoring, and control capacity to keep track of the identified risks and to ensure the execution of mitigation plans, and evaluate their effectiveness

Diversity, Equity & Inclusion

- ❑ Achieving our mission begins with how we build our team and work together. Through our commitment to enriching our organization with people of different origins, beliefs, backgrounds, and ways of thinking, we are better able to leverage the collective power of our teams and solve the world's most complex challenges. We strive for a culture of trust and respect, where everyone contributes their perspectives and authentic selves, reaches their potential as individuals and teams, and collaborates to do the best work of their lives.
- ❑ We recognize that diversity and inclusion is a journey, and we are committed to learning, listening and evolving to become more diverse, equitable and inclusive than we are today.

Equal Employment Opportunity

- ❑ IAIDI is an equal opportunity employer that does not tolerate discrimination on any basis. We actively seek out diverse backgrounds, perspectives, and skills so that we can be collectively stronger and have sustained global impact.
- ❑ We are committed to providing an environment of respect and psychological safety where equal employment opportunities are available to all. We do not engage in or tolerate discrimination on the basis of race, color, gender identity, gender expression, religion, age, sexual orientation, national or ethnic origin, disability, marital status, military veteran status or any other protected group in the locations where we work.

Safeguarding

- ❑ IAIDI is committed to ensuring that all individuals we come into contact with through our work, whether team members, community members, program participants or others, are treated with respect and dignity. We will not tolerate child abuse, sexual exploitation, abuse, or harassment by or of our team members. As part of our commitment to a safe and inclusive work environment, team members are expected to conduct themselves in a professional manner, respect local laws and customs, and to adhere to IAIDI Code of Conduct Policies and values at all times.

Method of Application

Interested candidates should submit the following documents to **recruitment@iaidi.org**

- ❑ A detailed **cover letter and Resume** outlining your interest in the position, relevant experience, and how you meet the qualifications.
- ❑ The dateline for application is 5th August 2025 by 5:00pm