



Job Title: Program Officer- Volunteer

Location: Makurdi, Borno, Yobe, and Sokoto

Reports to: Program Manager

Duration: 6 months, renewable depending on performance

Type: Internship (Full-Time)

Organizational Background:

Initiative for Agricultural Intervention & Developmental Integration (IAIDI-Nigeria) is a women-led, non-governmental organization officially registered with Nigeria's Corporate Affairs Commission (CAC) in 2014 under the Nigerian law. Founded in response to the pressing need for sustainable and inclusive food systems development. IAIDI is committed to transforming the livelihoods of rural populations, particularly women and youth, by advancing resilient, market-oriented agri-food systems. IAIDI is guided by the principles of equity, dignity, and sustainability. IAIDI works to strengthen agricultural productivity, improve nutrition outcomes, and foster inclusive economic opportunities across Nigeria.

Position Summary:

The Program Officer will support the implementation, coordination, and monitoring of field activities across projects under the Program Officer's guidance. This role offers valuable exposure to program design, implementation, reporting, and partnership engagement in the humanitarian and development sectors. The ideal candidate is a proactive, organized, and passionate individual eager to contribute to impactful community programs.

Key Responsibilities:

1. Program Implementation Support:

- ☐ Assist in planning, coordinating, and tracking field activities.
- ☐ Support mobilization of project participants, community leaders, and stakeholders.
- ☐ Help facilitate training, awareness sessions, and community meetings.

2. Monitoring and Reporting:

- ☐ Assist in data collection, entry, and analysis for reporting purposes.

- Support the development of field visit reports, success stories, and activity summaries.
- Contribute to monthly, quarterly, and donor reporting processes.

3. Coordination

- Participate in coordination meetings with states food security and nutrition sectors, Cash working Group and other relevant coordination partners, community-based organizations, and local authorities.
- Support coordination efforts across project sites, including logistics for program activities.

4. Gender and Social Inclusion:

- Ensure that project activities reflect gender-sensitive approaches and promote inclusion of marginalized groups (e.g., women, youth, persons with disabilities).
- Help identify barriers to participation and propose ways to enhance equitable access to project benefits.

Requirements:

- **Education:** Must hold a Bachelor of Science/HND degree in Development Studies, Social Sciences, Agriculture Economics, Food Science and Technology, Agribusiness, or related fields.
- **Skills:**
 - Strong written and verbal communication skills.
 - Strong knowledge of project cycle management and development principles.
 - Proficiency in Microsoft Office (Word, Excel, PowerPoint).
 - Strong understanding of sustainable agriculture, Nutrition, livestock, livelihood, and resilience, and social protection programming
 - Ability to work in a multicultural and dynamic team.
 - Commitment to gender equality, social inclusion, and community engagement.
- **Desirable:**
 - Prior volunteering or internship experience with an NGO.
 - Knowledge of participatory community development practices.

- Experience in both humanitarian and development sectors.
- Must be creative, innovative, independent, team-oriented and result-oriented
- Willing to abide by the IAIDI code of conduct

Learning Opportunities:

- Experience working on community-based development programs.
- Exposure to project management, gender mainstreaming, and social inclusion frameworks.
- Mentorship from senior program professionals and opportunity for field experience.

Method of Application

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

- Cover Letter: A detailed cover letter outlining your interest in the position, relevant experience, and how you meet the qualifications.
- The dateline for application is **10th June 2026 by 5:00pm**
- Curriculum Vitae (CV): A comprehensive CV highlighting your relevant experience

Please include “**Program Officer- Volunteer**” in the subject line of your email.

Equal Opportunity and Diversity Statement:

IAIDI is an equal opportunity employer. We are committed to building a diverse and inclusive team that reflects the communities we serve. Women, persons with disabilities, and individuals from underrepresented groups are **strongly encouraged to apply**. We celebrate diversity and are committed to creating an inclusive environment for all employees and interns.