



GLOBAL PEACE DEVELOPMENT

VACANCY ANNOUNCEMENT

Global Peace Development (GPD) is a Non-Governmental Organization (NGO) founded in April 2002 and focuses on promoting peace for development in Nigeria. The organization envisions a country where peace and development is enjoyed by all. GPD seek to build peace, gender equality, social justice and foster democracy and governance at the community, local, state and national levels. Our core Programme areas include Gender Equality, Conflict Prevention and Peacebuilding, Democracy and Governance, Environment and Community Health and Sustainable Development. Global Peace Development operates actively in 9 States of Nigeria; Kaduna, Nasarawa, Taraba, Adamawa, Yobe, Ebonyi, Delta, Cross River, and Edo.

The organization is inviting applications from qualified candidates to fill the positions in the respective locations.

Administrative Officer- Cross River, Ebonyi State, and FCT (3 Positions)

The Administrative Officer will support in the day to day running of the office, management of office facilities, make provision for travel and accommodation arrangements for staff of the organization on official assignment to the state.

Required Qualification and Experience

Education: B.sc/HND in business administration, office technology and management or related field of studies

- At least 3-5 years' work experience, of which must be professional experience in administrative roles
- Proven ability to provide high level of support to management team

Major Roles and Responsibilities;

- Prepare and disseminate reports of the Organization's staff weekly meetings
- Support Procurement of office and project supplies
- Contributes to team effort by accomplishing related results as needed.
- Preparing travel arrangements for Staff and Managers
- Track staff attendance and movement through registers
- Coordinate logistics arrangement for meetings
- Manage office phone lines and record internal and external correspondences
- Support Partnership and Business Development Manager on Proposal Development

Core Competence

- The post holder must possess a high degree of analytical skills, ability to facilitate change, and ability to communicate key issues effectively to a diverse audience.

How to Apply

Qualified candidates should submit the following materials by e-mail to

Info@globalpeacedev.org

- Cover letter not more than one page
- Curriculum Vitae

Subject line of emails must state clearly, job title of position applied for and location **Administrative Officer–Cross River State, or Ebony State, or FCT**

Closing date for receipt of applications is **November 28, 2022**.

Only Shortlisted candidates who are **Qualified** will be contacted.