



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 Peace Building
- Democracy, Governance and Social Justice
- Water, Sanitation and Hygiene Services, and Community Health
- Livelihood and Community Development
- Environment and Climate Change

Global Peace Development works actively in eleven (11) States across Nigeria (namely, FCT, Adamawa, Taraba, Yobe, Nasarawa, Kaduna, Kano, Ebonyi, Enugu, Cross River, Delta, and Edo).

The organization is inviting applications from qualified candidates to fill the position of:

Job Title and Location: Administrative Officer- Sokoto State

The Administrative Officer plays a crucial role in ensuring the smooth and efficient day-to-day operations of the office. This position is responsible for managing general administrative duties, supporting internal coordination, and maintaining an organized, safe, and functional work environment. The role bearer will also be responsible for managing and safeguarding the office safe, including proper documentation and controlled access to its contents.

Required Qualifications 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 management team
- 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

- Organizational and Planning Skills
- Communication and Interpersonal Skills
- Confidentiality and Integrity
- Computer Literacy and Office Tools Proficiency
- Time Management and Multitasking
- Teamwork and Collaboration
- Logistics and Travel Coordination Skills

How to Apply

Interested and qualified candidates should submit their **CV and Cover letter in one document** by e-mail to Procurement@globalpeacedev.org

Subject line of emails must state clearly, job title of the position applied for, and the location. **Job Title and Location: Administrative Officer- Sokoto State.**

Closing date for receipt of applications is **June 30th, 2025.**

Only Qualified and Shortlisted candidates will be contacted.