



## 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 society where sustainable peace drives development for all. GPD seek to build a peaceful society through gender equality, social justice, democracy and governance. Programmatic/Thematic Focus Area include:

- Conflict Prevention and Peace Building
- Gender Justice
- Environment and Climate Change
- Democracy and Governance
- Livelihood and Community Development
- Protection (GBV, Child Protection)
- WASH and Health
- Education

Global Peace Development actively operates in 5 out of the 6 Geopolitical Zones of Nigeria. Specifically, we have physical offices in 12 States and the FCT.

- North Central Geopolitical Zone: Abuja (FCT) and Nasarawa State
- North East Geopolitical Zone: Adamawa, Taraba, and Yobe States
- North West Geopolitical Zone: Kaduna, Sokoto, Kano States
- South South Geopolitical Zone: Cross River, Delta, and Edo States • South East Geopolitical Zone: Ebonyi and Enugu States

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

### **Job Title and Location: Administrative Assistant, Kano State**

#### **Job Summary**

The Administrative Assistant will work under the direct supervision of the State Coordinator and will provide administrative, logistical, and operational support to ensure the smooth day-to-day running of the state office. The role includes office management, logistics, and accommodation arrangements for staff, management, and consultants, as well as administrative support to project design and implementation within the state.

#### **Required Qualification and Experience**

B.sc/HND Business Administration or related field of studies

- At least 2 years of work experience, 1 of which must be professional experience in administrative roles
- Proven ability to provide a high level of support to the management team

#### **Major Roles and Responsibilities**

- Support recruitment and performance appraisal processes
- Prepare, document, and disseminate minutes and reports of staff technical and management meetings
- Ensure proper maintenance and functionality of office facilities
- Source grant opportunities online and support proposal development processes
- Coordinate travel and accommodation arrangements for staff, management, and consultants
- Track staff attendance and movement using approved registers
- Develop monthly tracking sheets on staff punctuality and lateness

- Facilitate logistics arrangements for meetings, trainings, and workshops
- Manage office telephone lines and maintain records of correspondence
- Receive, document, and track deliveries from vendors and service providers
- Perform any other duties assigned to support effective team performance

### **Required Skills and Competencies**

- Strong analytical and organizational skills
- Ability to communicate effectively with diverse stakeholders
- Capacity to influence, facilitate change, and build internal capacity
- Attention to detail and ability to manage multiple tasks efficiently
- Strong interpersonal and teamwork skills

### **How to Apply**

Interested and qualified candidates should submit their CV and cover letter in one document to:

[procurement@globalpeacedev.org](mailto:procurement@globalpeacedev.org)

**Email subject line:** Protection Officer Kano State

### **Application Deadline**

Applications must be received on or before **January 31st, 2026**

### **Important Notice**

Only shortlisted candidates will be contacted