



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.

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 FCT.

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

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

Job Title: *Administrative Officer – Damaturu, Yobe State*

POSITION OVERVIEW:

The organization seeks a competent, proactive, and detail-oriented Administrative Officer to support the efficient management of the organization's administrative and operational functions. The successful candidate will support the coordination of day-to-day office operations, administrative systems, logistics, procurement processes, assets, and facility management. The role will provide quality administrative and operational support that enables the effective implementation of programmes while promoting efficiency, accountability, and a well-coordinated work environment.

KEY RESPONSIBILITIES:

- Provide office administration and operations support
- Logistics and Procurement Support
- Asset and Inventory Management
- Provide Programme and Organizational Support
- Reporting and Documentation of all general meetings
- Carry out other responsibilities as maybe assigned by management

QUALIFICATIONS:

- Bachelor's Degree or Higher National Diploma (HND) in Business Administration, Public Administration, Office Management, Procurement and Supply Chain Management, Social Sciences, Management Sciences, or a related field.
- Minimum of 3 years' relevant experience in administration, office management, logistics, procurement, operations, or a related role, preferably within a development or humanitarian organization.
- Good knowledge of administrative systems, procurement processes, logistics coordination, asset management, and donor compliance requirements.
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, and Outlook), with the ability to use office management and record-keeping systems effectively.
- Strong organizational, planning, coordination, and problem-solving skills, with the ability to manage multiple tasks and meet deadlines.
- Excellent written and verbal communication, interpersonal, and stakeholder engagement skills.
- High level of integrity, professionalism, accountability, confidentiality, and attention to detail.
- Demonstrated ability to work independently and collaboratively within a multidisciplinary team in a fast-paced environment.
- Ability to coordinate administrative support for meetings, workshops, travel, procurement, and programme implementation activities.

How to Apply

Qualified candidates should submit their CV and cover letter in one document via e-mail to

procurement@globalpeacedev.org

Subject line of emails must state clearly, position applied for and location. ***Administrative Officer – Damaturu, Yobe State***

Closing date for receipt of applications is **August 16, 2026**.