



PLANNED PARENTHOOD FEDERATION OF NIGERIA

VACANCY

The Planned Parenthood Federation of Nigeria (PPFN) is a national non-governmental organization promoting Reproductive Health (RH) in Nigeria. As a full member of the International Planned Parenthood Federation (IPPF), PPFN has expanded the scope of its programs beyond family planning to cover broad reproductive health, emphasizing the needs of adolescents and young people and safe motherhood. PPFN seeks suitably qualified candidates for the position:

Post: Executive Director (Ref. ED2021)

Location: National Headquarters, Abuja

Responsibilities: The Executive Director is responsible to the Board (and IPPF Africa Regional Office) for institutional, financial and programmatic development and management. He/she is to ensure congruence between the country situation and the plan; facilitating linkages and contacts with government, donors, and partners for resources to SRH and PPFN; and supporting PPFN governance and management organs at national and regional levels.

Requirements:

- Minimum of Master Level Degree in Health or Social Sciences or a Basic Degree in Medicine with specialization in Public Health, Obstetrics and Gynecology, or General Medical practice.
- Minimum of fifteen (15) years relevant work experience including ten years in senior management.
- Strong current contacts with broad leadership (public service, religious and traditional, civil society, private corporate sector) at all levels (federal, state and local)
- Strong knowledge of NGO operations particularly those in reproductive health including family planning, maternal and child health, sexual health and women development, program development and management.
- Familiarity with varied socio-cultural issues as they relate to SRH in the country and sensitive to cross-cultural issues and concerns.
- Familiarity with key national and international implementing, support and donor organizations in SRH.
- Computer literacy skills such as Microsoft Packages (excel, word, access), SPSS, Epi-info, etc.
- Excellent conceptual, analytical, writing and oral communication skills
- Team leadership and team playing qualities/experience
- Mature, sensitive and caring but firm and decisive, able to assume and account for highest level of management responsibility.
- Familiarity with and knowledge of volunteer based NGO is essential
- Membership of relevant professional associations.

METHOD OF APPLICATION:

Suitably qualified persons are invited to send in their one-page letter of application for the position and justification for their applications, comprehensive career resume (not more than 5 pages) and personal contact address (not post office box address please) **not later than two weeks of this publication (quoting position reference) to:**

**The Acting Executive Director
Planned Parenthood Federation of Nigeria
4, Baltic Crescent off Danube Street
Maitama, Abuja**

Email for the submission of applications is ed2021@ppfn.org

Each applicant is required to access "Applicant's Forms 1 and 2" from the PPFN website www.ppfn.org, download, fill and submit along with his or her application to the email address as indicated above.

PPFN subscribes to all best practices when working with children and vulnerable adults and advocates that they (children and vulnerable adults) should be treated with respect regardless of their race, colour, gender, language, religion, opinions, nationality, ethnicity, social origin, property, disability or other status.

*PPFN does not discriminate on grounds of race, creed, ethnic origin, political belief, gender, disability, age, education or social status especially in applications for membership, providing information or services, in recruiting staff, or in any other aspect of PPFN's work and in the pursuit of its objects". Female applicants are strongly encouraged to apply. **Only short-listed candidates will be contacted.***

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