

# NATIONAL TUBERCULOSIS LEPROSY CONTROL PROGRAMME(NTBLCP)

## VACANCY ANNOUNCEMENT

### PROGRAMME MANAGEMENT UNIT (PMU) STRUCTURE

#### **I. Project Driver**

<b>Program Management Unit</b>	
<b>Job details</b>	
<b>Job title: Project driver</b>	<b>Supervisor: Head of HR and Admins</b>
	<b>Location: Abuja</b>
<b>Job summary</b>	
<p>The Project driver will be driving the National Coordinator, Global Fund PMU Team Leader and other staffs providing services in the Global Fund Project as assigned by the supervisor. Ensure the maintenance and the repairs of the vehicle. Ensure regular reporting of the project vehicles and provide update on their status. Maintenance of daily documentation and recording of all daily vehicle activities. Ensure that all project assets are to be used solely for implementation of grant activities as stated in the Global Fund grant agreement</p>	
<b>Key responsibilities</b>	
<ol style="list-style-type: none"><li>1) The Project driver will be driving the PMU Team Leader</li><li>2) Providing driving services for PMU staffs and others involved with projects as instructed by the lead/supervisor.</li><li>3) Checking basic maintenance (oil, coolant, water, tyre pressure, battery water) regularly.</li><li>4) Maintaining a daily log of all trips, mileage and fuel consumption for monthly checking by line manager</li><li>5) Completing information required for monthly vehicle reports to be submitted to line manager</li><li>6) Ensuring that all major incidents are reported to the Programme Manager immediately.</li><li>7) Ensuring that vehicles are taken to the garage in good time when faults emerge.</li><li>8) Ensuring that vehicles are always clean.</li><li>9) Any other duties as instructed by line manager.</li></ol>	
<b>Qualifications</b>	
Primary School Certificate minimum	
<b>Experience</b>	
<ol style="list-style-type: none"><li>1. At least five years of experience in driving.</li><li>2. A valid driver's license</li><li>3. A clean driving records</li><li>4. Availability to occasionally take weekend trips</li><li>5. A polite and professional disposition</li><li>6. Minimum visual acuity of 20/50 (or corrected to 20/50)</li><li>7. Additional advantage if the person has had experience in driving a project.</li></ol>	

## 8. Familiarity with GPS devices is an additional advantage

Interested candidates from within are hereby invited to express interest in any of the positions in line with the outlined requirements. Also, if you know suitable external candidates, please encourage their applications.

Interested Candidates are requested to submit CV and letter of motivation as one document with complete contact details via email to:

**[ntblcprecruitment@gmail.com](mailto:ntblcprecruitment@gmail.com)** on or before **25th September, 2020**

Kindly indicate in the subject line of your email application the job title.

NTBLCP is an equal opportunity employer.

## II. PROJECT ADMINISTRATIVE ASSISTANT (PAA)

<b>Program Management Unit</b>	
<b>Job details</b>	
<b>Job title: Project Administrative Assistant</b>	<b>Supervisor: PMU Team Lead</b>
	<b>Location: Abuja</b>
<b>Job summary</b>	
The Project Administrative Assistant (PAA) is responsible for organizing and overseeing the implementation of administrative and logistics works of the Project Management Unit (PMU) under the direct supervision of the Project Team Lead (PTL)	
<b>Key responsibilities</b>	
The core duties and responsibilities of an Administrative Assistant revolve around supporting others. Their job duties can vary widely, not just from job to job, but from day to day at the same job. On any given day, they may perform a variety of tasks, such as:	
<ol style="list-style-type: none"><li>1. Answer phones and welcome visitors</li><li>2. Schedule appointments and maintain calendars</li><li>3. Schedule and coordinate staff and other meetings</li><li>4. Collate and distribute mail</li><li>5. Prepare communications, such as memos, emails, invoices, reports and other correspondence</li><li>6. Write and edit documents from letters to reports and instructional documents</li><li>7.</li><li>8. Coordinate logistical and administrative support services in order to facilitate implementation of programs;</li><li>9. Maintain record management systems both electronic and physical in order to facilitate storage and retrieval of information;</li><li>10. Carry out other tasks assigned by the PTL</li></ol>	
<b>Academic and Professional Qualifications</b>	

- Bachelor's degree and above, majored in either administration or related course

## Experience

1. At least 02 years working experience preferably large government or nongovernment organization is an additional advantage.
2. Demonstrated knowledge and competence in administrative and clerical work is required.
3. English speaking and writing fluency.
4. Good planning and report/minutes/memo writing skills is required.
5. Able to carry out his/her work in an organized manner.
6. Able to work independently and in a team.
7. Familiar with MS Word, MS Excel, Power Point, MS Outlook is a must.
8. Knowledge on organization structure and management functions of the inspectorate system is an asset.
9. Previous working experience at national execution or international funded projects is an asset.
10. Able to work in a multi-cultural, multi-national environment.
11. Demonstrated interpersonal and communication skills.

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