



Drug Free and Preventive Healthcare Organization (DAPHO) is a drug-user community-led organization providing non-discriminatory Health and Social services as a component of the human rights of people who use/inject drugs.

We are implementing the UNITAID/Frontline AIDS Hepatitis C Virus “Innovate Involve Inspire” (HCV III): Preventing Hepatitis C through community-based Harm Reduction programs in Gombe State. The project is implemented as an Operational research in

Location: Gombe State

Duration: 1 Year (*Renewable yearly for up to 3 years*)

| PROGRAM (INTERN) | |
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| Primary Responsibility <ul style="list-style-type: none">- Responsible for program activities implementation.- Responsible for coordination of field activities- Responsible for Monthly Narrative reporting on activities implemented on the project.- Responsible for engagement with stakeholders- Attend Meetings on behalf of the organisation | Qualification and experience: <ol style="list-style-type: none">1. Must possess a HND or First Degree in Public Health, Health Sciences or other related field.2. Must have a passion for community development.3. Familiarity with the socio-cultural contexts of Gombe state will be an advantage.4. Must be a person who does not hold strong prejudices (religious, cultural and social).5. Must have good communication and person management skills.6. Written and spoken knowledge of Hausa is an advantage. |

| MONITORING AND EVALUATION (INTERN) | |
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| <p>Primary Responsibility</p> <ul style="list-style-type: none"> - Work with the project team to support the implementation of robust monitoring and evaluation systems for the project. - Responsible for collating data and ensuring quality data reporting for the project. - Conduct timely review and analysis of field data and provide monthly feedback to the project team. - Conduct periodic Data Quality Assessment on the project. - Ensure that documents and records of the project, client and staff on the project is stored in a safe and secure place and a high consideration for security safety and confidentiality. | <p>Qualifications and Experience:</p> <ol style="list-style-type: none"> 1. Must possess a HND or First Degree in Behavioral / Social Sciences, Public Health, Demography, Biostatistics, Statistics, or a relevant field. 2. Must have a passion for community development. 3. Must have basic knowledge of monitoring and evaluation of project and project activities. 4. Familiarity with the socio-cultural contexts of Gombe state will be an advantage. 5. Must be a person who does not hold strong prejudices (religious, cultural and social). 6. Must have good communication and person management skills. 7. Written and spoken knowledge of Hausa is an advantage. |
| FINANCE (INTERN) | |
| <p>Primary Responsibility</p> <ul style="list-style-type: none"> - Finance operations – ensure completeness of financial transactions and documentation to support accuracy of reported information. - Budget performance and reporting – | <p>Qualifications / Experience:</p> <ol style="list-style-type: none"> 1. Must possess a First Degree in Accounting, Finance, and Economics, Business Administration, or any related field with strong numerical/analytical background. 2. ICAN, ACCA, CFA, MSc, MBA certifications will be of added advantage or an observable |

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| <p>facilitate budget spend realization and provide guidance on budget performance.</p> <ul style="list-style-type: none"> - Procurement – drive compliance with procurement policy. - Billings, payables and receivables management. | <p>commitment to professional improvement, that is, registration/part qualification.</p> <ol style="list-style-type: none"> 3. Familiarity with the socio-cultural contexts of Gombe state will be an advantage. 4. Must be a person who does not hold strong prejudices (religious, cultural and social). 5. Must have good communication and person management skills. <p>Written and spoken knowledge of Hausa is an advantage.</p> |
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CARE OFFICER

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| <p>Primary Responsibility</p> <ul style="list-style-type: none"> - Ensure the delivery of appropriate Harm Reduction services to safeguard target community, according to their assessed needs. - Implement appropriate Harm Reduction services as part of a care coordination role. - Undertake case management responsibilities that include proactively managing a caseload (including elements of risk management), the monitoring, co-ordinating and review of care plans and ongoing service provision. - Assist field workers and other members on the project in achieving assigned objectives including conveying service users to treatment centre, perform | <p>Qualifications / Experience:</p> <ol style="list-style-type: none"> 1. Must possess a HND or First Degree in Behavioral / Social works, Public Health, Nursing/Midwifery or a relevant field 2. Minimum age of 23 years old 3. Experience of working in a care environment 4. Additional job training will be an advantage 5. Knowledge of vital signs check is an advantage. 6. Strong communication and interpersonal skills 7. Ability to work well in a team and independently 6. Excellent problem-solving and decision-making abilities 7. Empathy and compassion and does not hold strong prejudices (religious, cultural and social). 8. Knowledge of health and safety regulations 9. Organizational and time management skills 10. Ability to handle challenging and stressful situations 11. Basic IT skills for record keeping and reporting 12. Understanding of safeguarding and |
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| <p>other escort duties and home visits.</p> <ul style="list-style-type: none"> - Ensure that records and user information are accurate, up to date, secure and maintained with regard at all times for the confidentiality | <p>confidentiality protocols</p> |
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HUMAN RESOURCES/ADMINISTRATIVE OFFICER

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| <p>Primary Responsibility</p> <ul style="list-style-type: none"> - Recommend Recruitment, screening, interviewing, hiring and dismissing of employees as necessary, following all HR processes and procedures. - Apply the Organisation Safeguard Policy as may be deemed necessary. - Direct all hiring and training procedures for new employees. - Coordinate and direct resources (including procurement) for work activities for managers and employees. - Keep records of organization Assets and assets register. - Regularly meet with employees for progress reviews and assessments, discussing any problems or grievances they may have. - Promote a positive and open work environment where employees feel comfortable speaking up about issues. | <p>Qualifications / Experience</p> <ol style="list-style-type: none"> 1. Must possess BSc/BA or HND in Business Administration, social studies or relevant field; 2. Further training will be an advantage 3. Experience as an HR officer, administrator or other HR position 4. Understanding of labor laws and disciplinary procedures 5. Proficiency in computer applications 6. Outstanding organizational and time-management abilities 7. Excellent communication and interpersonal skills |
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| <ul style="list-style-type: none"> - Manage and supervise other HR staff, ensuring they are assigned and carry out proper tasks (as the case may be). - Understand and adhere to all pertinent labor laws. - Develop training and development programs. - Assist with performance management procedures. - Schedule and oversee wellness and health programs. - Advise management on Human Resources policies and procedures - Lead the development and implementation of human resource policies. - Prepare and maintain accurate records, files and reports, including responsibility for maintaining personnel records | |
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SAFETY, SECURITY AND SAFEGUARD OFFICER

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| <p>Primary Responsibility</p> <ul style="list-style-type: none"> - Respond to alarms, emergencies, and incidents promptly and appropriately at DAPHO sites. - Maintain accurate records of security-related activities, incidents, and | <p>Qualifications / Experience</p> <ol style="list-style-type: none"> 1. Must possess HND or B.SC/B.A; additional training or certification in security is a plus. 2. Experience as a security officer or related role is an advantage. 3. Strong observation and surveillance skills. 4. Excellent communication and interpersonal |
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| <p>observations at DAPHO sites.</p> <ul style="list-style-type: none"> - Collaborate with law enforcement agencies and emergency services as required in ensuring that Outreach Staff are not harassed. - Develop and follow security protocols, procedures, and guidelines to ensure compliance with regulations and company policies. - Safeguard of project staff and beneficiaries. - Ensure compliance with safety and security strategy. - Coordinate security at the office and within project hotspots. - Evaluate security risks at project hotspots. - Work with Community Stakeholders to ensure that access to project outreach sites is achieved. | <p>abilities.</p> <ol style="list-style-type: none"> 5. Ability to remain calm and respond effectively in stressful situations. 6. Physical fitness and ability to perform security-related tasks. 7. Knowledge of local culture and language is an added advantage 8. Knowledge of security protocols and procedures. 9. Attention to detail and accuracy in reporting. 10. Integrity and professionalism in handling sensitive information. 11. Availability to work flexible hours, including nights, weekends, and holidays. |
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DATA ENTRY CLERK

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| <p>Primary Responsibility</p> <ul style="list-style-type: none"> - Transfer data from hard copy to a digital database. - Update customer information in a database. - Verify outdated data and make any | <p>Qualifications / Experience</p> <ol style="list-style-type: none"> 1. Must possess BSc/BA or HND 2. Proven experience as data entry clerk is an added advantage 3. Fast typing skills; Knowledge of touch typing |
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| <p>necessary changes to records.</p> <ul style="list-style-type: none"> - Search for and investigate information contained in files. - Perform regular database backups to secure data. - Input text-based and numerical information from source documents. - Provide occasional administrative support. - Sort and organize hard copies of paperwork after entering data electronically. - Review data for deficiencies or errors. | <p>system is strongly preferred</p> <ol style="list-style-type: none"> 4. Excellent knowledge of word processing tools and spreadsheets (MS Office Word, Excel etc.) 5. Working knowledge of office equipment and computer hardware and peripheral devices 6. Basic understanding of databases 7. Good command of English both oral and written and customer service skills 8. Great attention to detail |
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COUNSELLOR

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| <p>Primary Responsibility</p> <ul style="list-style-type: none"> - Work with individuals, groups and communities to improve mental readiness for service uptake on HIV and Harm Reduction - Encourage peers to discuss emotions and experiences while up-taking services. - Examine issues including substance abuse, aging, bullying, anger | <p>Qualifications / Experience</p> <ol style="list-style-type: none"> 1. Must possess a HND or First Degree in Counselling, Behavioral/Social works, or a relevant field. 2. Minimum age of 23 years old 3. Past experience of working as a counsellor is an added advantage 4. Additional job training will be an advantage 5. Strong communication and interpersonal skills in Hausa is an advantage. 6. Ability to work well in a team and independently |
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| <p>management, careers, depression, relationships, self-image, stress and suicide</p> <ul style="list-style-type: none"> - Work with families to help in integrating peers into social settings - Help peers define goals, plan action and gain insight for improved health outcomes - Develop therapeutic processes for helping peers stay in Harm Reduction services - Refer peers to psychologists and other services according to the needs of the peer - Take a holistic (mind and body) approach to mental health care. | <ol style="list-style-type: none"> 7. Excellent problem-solving and decision-making abilities 8. Empathy and compassion and does not hold strong prejudices (religious, cultural and social). 9. Must be of balanced mental state 10. Basic IT skills for record keeping and reporting 11. Understanding of safeguarding and confidentiality protocols |
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INTERPRETER

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| <p>Primary Responsibility</p> <ul style="list-style-type: none"> - Translate documents, presentations and communications from English to Hausa and Arabic (where necessary) and vice versa during meetings, conferences, and other events. - Proofread, edit, and revise translated materials. - Ensure meaning and context are maintained. - Consult with subject matter experts and other colleagues to understand specialized concepts and translate them appropriately. | <p>Qualifications / Experience</p> <ol style="list-style-type: none"> 1. Proven work experience as an interpreter or similar role. 2. Fluent speaking and reading skills in Hausa and Arabic in addition to English native language. 3. Excellent proofreading skills with the ability to identify grammar, spelling, and punctuation errors. 4. Good communication and interpersonal skills. 5. Knowledge of the cultural context of both the source and target language. 6. High level of confidentiality and professional integrity. |
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| <ul style="list-style-type: none">- Provide peers/beneficiaries with clear, concise, and accurate translations in written or spoken format.- Adhere to all organization policies and confidentiality guidelines.- Facilitate communication between parties who speak English and Hausa languages.- Remain up-to-date with changes in both languages to ensure accuracy. | Bachelor's degree in translation, interpretation, language studies, or related field is an added advantage. |
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All applications (Cover letter and CV in a single pdf file) must be sent via email to: [**info@dapho.org**](mailto:info@dapho.org) with position applied as the subject of the email and addressed to the project manager on or before **Friday, April 19, 2024.**

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