



## VACANCY

**Title:** Program Manager - Nigeria  
**Location:** Lagos, Nigeria with up to 30% domestic travel and 10% international travel  
**Reports to:** Director of Programs  
**Start Date:** January 15, 2022

**Overall Description:** The GRS Program Manager - Nigeria position will be responsible for operationalizing and aligning the GRS Nigeria country strategy and programming to the organization's strategic plan. This role oversees and coordinates GRS technical assistance to local partners to deliver on grants, organizational development support to affiliate organizations, business development and partner stewardship, and executes the strategy alongside partners to position Grassroot Soccer's SKILLZ methodology for both upstream and downstream influence. As the primary representative for Grassroot Soccer in Nigeria, this position will be responsible for cultivating and strengthening Grassroot Soccer's network of partners and programs and ensuring continual progress towards strategic goals and objectives.

**Grassroot Soccer (GRS)** is a rapidly growing adolescent health organization that leverages the power of soccer to educate, inspire, and mobilize at-risk youth in developing countries to overcome their greatest health challenges, live healthier, more productive lives, and be agents for change in their communities. Since 2002, GRS programs have reached 13 million young people in more than 60 countries with life-saving HIV prevention and sexual and reproductive health information and services. Grassroot Soccer is looking to continue scaling its impact via partnerships over the next five years.

The Grassroot Soccer Partnerships (GP) team oversees GRS relationships with a wide range of partner organizations, primarily across eight priority countries including Nigeria. The GP team supports partner organizations to integrate the GRS model into their adolescent health strategies and provides remote and in-person technical support to these organizations to increase their capacity to deliver GRS interventions in their communities.

**Position Summary:** The Program Manager - Nigeria should be a strategic thinker and proactive problem-solver with demonstrated ability to manage tight deadlines and concurrent deliverables. The successful candidate will thrive in a remote and cross-cultural environment. This position will join the Grassroot Soccer Partnerships team and report to the Director of Programs who sets direction and priorities.

### **Responsibilities:**

#### **Project Management and Delivery (55%)**

- Manage day-to-day operations of GRS workstreams for in-country partners, including program design and development, training, and other technical support as needed
- In conjunction with Director of Programs, create and oversee monthly and annual work plans that ensure project goals are being met in a timely fashion

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- Coordinate technical assistance to implementing partners, including but not limited to workshops, trainings, and support visits
- Liaise with other teams at GRS such as Curriculum, Training, Global M&E, and Finance and Operations, to ensure technical assistance is adapted to relevant country context and aligns to GRS mission, grant details, technical assistance approach, and strategy
- Develop and oversee task lists and schedules that effectively allocate time and resources for all project objectives
- Work closely with the M&E team to ensure targets are met, data is captured, and outcomes are achieved on all programs
- Track all grant deliverables, travel, deadlines, and other key timelines in the appropriate platforms
- Ensure all grant communication is documented and timely, and includes all necessary stakeholders through the grant cycle
- Provide support, documentation, and assistance for the growth and improvement of programs into other areas such as coach development, referral systems, youth-friendly health services, youth engagement, and other areas as needed
- Track and document learnings, successes, challenges, and best practices from technical assistance (TA) visits and trainings to share out with broader organization
- Support evaluation and research projects to build evidence-base and strengthen case for GRS in country
- Identify and articulate good practices that have potential for growth and scale, develop and execute dissemination plans nationally, regionally and across the sector
- Monitor and manage project expenditures to ensure spending is in line with budgetary limits and approved by Global Controller
- Draft quarterly, mid-year, and annual reports for grants, funders, and the GP team
- Other tasks as required by the Director of Programs

### **Organizational Development (25%)**

- Conduct partner assessments and build out action plans to ensure in-country partners are able to deliver GRS programs effectively
- Ensure all partners have up-to-date MOUs/partner agreements/affiliate agreements setting clear expectations, roles and responsibilities, and mutual aims
- Develop or align systems and processes to monitor partner and program quality and support annual work planning process for GRS
- Support in country budgeting process for GRS and for partners
- Identify stakeholder needs and map out potential solutions
- Strengthen network of in country GRS alumni, including consultants, former Master Coaches, Coaches, and participants
- Manage priority partner matrix, monitor partner quality, and implement health checks
- Support and action long-term strategic direction for GRS in country
- Coordinate across GRS internally to share insights and support a culture of learning

### **External Relations, Partnership Cultivation & Business Development (20%)**

- Working alongside strategic partners and local affiliates, develop, execute, and track country strategy, operational plan, and progress toward KPIs and the GRS 3A's (Assets, Access, Adherence)
- Map partner landscape, funding streams, and pathways to scale
- Monitor adolescent health priorities in country and integrate into strategic plans, funding proposals, and programmatic innovations

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- Proactively identify gaps in adolescent health and build out strategic pathways for GRS and partners to respond
- Represent GRS in country as needed and ensure GRS reputation, methodology, and interests are protected and enhanced
- Cultivate, navigate, and manage relationships with government agencies, CBO/FBOs/NGOs, INGOs, research institutions, UN agencies, and other international development and adolescent health partners to explore and build a pipeline of strategic partnerships
- Collect, interpret, and share out strategic information that would enhance programming and partnerships
- Maintain excellent relationships with partners, donors, businesses, and other relevant stakeholders
- Uphold GRS' reputation and manage reputational risk by proactive gap analysis, risk identification, and escalation to appropriate teams for mitigation planning and support
- Participate in national and sub-national technical working groups, meetings, and workshops
- Understand, contribute to, collate, and disseminate national and local strategies, updates, and critical information within the broader organization

**Qualifications:**

- 5+ years of experience managing, implementing, and monitoring concurrent, large scale international development projects in Nigeria
- Experience in and knowledge of adolescent health programming
- Demonstrated experience implementing and/or providing technical assistance to partners in donor funded projects
- Demonstrated experience managing US Government funding and working with a range of international donor organizations, with clear knowledge of donor rules and regulations
- Demonstrated experience working with a diverse range of internal and external stakeholders (e.g. from young people to global headquarters to boards to partners to field teams)
- Willingness and ability to travel domestically (approximately 30% of time) with occasional international travel

**Ideal candidate should have exceptional skills in the following:**

- Attention to detail
- Effective communication, both oral and written, in English across a range of external and internal stakeholders (e.g. young people, Ministry leaders, Civil Society leaders, board members, senior leadership, staff), additional language skills preferred
- Time management and prioritization
- Ability to proactively identify issues, propose and implement solutions
- Ability to build relationships with wide range of staff and partners, and operating within diverse social and cultural contexts, often virtually over multiple continents and time zones
- Ability to think strategically yet knowing how and when to dive into the details
- Ability to manage budgets

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- Ability to see and tell stories from numbers

Successful leaders at Grassroot Soccer are bold, yet humble. They are passionate about the mission of Grassroot Soccer and understand their role on the Grassroot Soccer team to achieve its mission.

Day to day, they are...

- **Proactive:** can anticipate both opportunities and obstacles and take action
- **Professional:** level-headed; ability to de-escalate difficult situations, behave exceptionally, and manage/minimize distractions
- **Problem Solvers:** comfortable with ambiguity, can creatively unlock bottlenecks and turn problems into opportunities

...they demonstrate lots of...

- **Common Sense:** prioritizing the right things at the right time; making good, quick, informed decisions balancing multiple issues and points of view
- **Self-awareness:** know where one's blind spots are, recognize differences, and build a team to complement one's skills and weaknesses

...and a strong bias for...

- **Follow-through and Outcomes:** deliver results, not just create lots of activity
- **Treating People Well:** empathetic, kind, great listener, yet can make tough decisions and hold oneself/others accountable

**To Apply:** Please submit a CV and cover letter to [globalhr@grassrootsoccer.org](mailto:globalhr@grassrootsoccer.org)  
With "Program Manager Nigeria" on the subject line.  
Only short-listed candidates will be contacted.

**Application Deadline:** 15<sup>th</sup> December, 2021