Project Assistant

- Application deadline: June 15, 2025
- Mission duration: long-term (24 months)
- Starting date: July 2025
- Geographical area : Nigeria

LIMITE DE CANDIDATURE

15 Juin 2025

DURÉE DE LA MISSION

Long Terme

ZONE GÉOGRAPHIQUE

Afrique

MISSION CONTEXT

CIVIPOL is looking for a Project Assistant to implement its upcoming Common Operational Partnership (COP), which overall objective is to contribute to the dismantling of human trafficking and migrant smuggling networks in Nigeria and the sub-region, by strengthening the capacities of NAPTIP's investigation services.

The specific objectives are to :

- Increase NAPTIP's investigation and prosecutorial capacity to effectively dismantle human trafficking and migrant smuggling networks, while ensuring the protection of victims;
- Strengthen regional and international cooperation in the fight against migrant smuggling and human trafficking.

JOB DESCRIPTION

Working under the authority of the project manager, the project assistant will provide administrative, logistical and financial support to ensure the smooth running of project activities.

Key tasks :

- Administrative and logistical follow-up of project activities (organization of meetings/trainings, etc.).
- Support for the preparation and monitoring of project budgets, in liaison with CIVIPOL headquarters.
- Organization of travel (reservations, mission orders, expense statements, etc.)
- Drafting of reports, summaries and monitoring dashboards.
- Support for activity scheduling (calendar, deadlines, deliverables)
- Logistical interface with Nigerian partners, service providers and local institutions
- Archiving supporting documents and document management
- Office management (purchase of consumables, maintenance contracts, etc.)

REQUIRED PROFILE

Professional qualifications and experience :

- A minimum of 2 years' experience in a field related to the position's missions
- Experience in accounting and budget management
- Proven experience in the use of office tools (Excel, Outlook, Word, PowerPoint, etc.)
- Administrative experience in projects funded by international donors (desirable).

Professional skills :

- Excellent knowledge of the country's administrative procedures (visas, registrations, taxes...)
- Ability to work in a multicultural environment and in collaboration with public institutions
- Excellent organizational skills, rigor and respect for deadlines
- Knowledge of management procedures for projects financed by the EU or international donors (desirable).

Languages :

- Perfect fluency of French and English (written and spoken).

Soft skills :

- Organizational skills, rigor, flexibility and autonomy
- Ability to work in a team
- Versatility
- Writing skills
- Stress management

Please send us your application (CV and covering letter in **english**) by e-mail to the following addresses:

- raffy.l@civipol.fr
- anne-marie.wehbe@civipol.fr

Please mention in the subject line “Application COP Project Assistant – Nigeria”.

Incomplete applications will not be considered.

