

The Sahara Centre Vacancy - The Sahara Centre Programme Assistant

Job Description

We are looking for an excellent programme assistant with digital skills.

Do you pay close attention to detail? Do you have excellent writing skills? Do you have excellent journaling and scheduling skills? Are you passionate about the creative and tourism sectors and are you keen to contribute to a better Nigerian society? If so, there may be a possible role for you at The Sahara Centre.

About The Sahara Centre

The Sahara Centre is a not-for-profit based in Lagos, focused on research and advocacy for the creative and tourism industries in Nigeria. The creative and tourism sectors are an important element in sustainable development as they contribute to expanding people's horizons and worldview, thereby enhancing quality of life. This socio-cultural dimension of sustainable development is key to the development agenda for Nigeria.

Responsibilities include but not limited to the following:

- Coordinate administrative duties for programmes include planning, email correspondence, scheduling, proposal development, budgeting, progress report, expenditure reconciliation.
- Create programmes related content
- Create content for social media
- Any other specific or ad hoc duty to be assigned by the line manager from time to time.

Requirements

- Planning, research and organizational skills
- Excellent time management skills
- Excellent oral and written communication skills
- Attention to details
- Knowledge of Budgeting and project management
- Knowledge of proposal writing
- Excellent use of Microsoft Word, Excel and PowerPoint
- Excellent written and spoken communication skills

Qualifications

- Minimum of Bsc in any related field
- Msc in any related field will be an added advantage

How to apply

Click [here](#) to apply. Application opens until 31 January, 2022 and the position will be filled when a suitable candidate is found.

This position is open to candidates based in Lagos and able to start work immediately. Only short-listed candidates shall be contacted.