

Job Title: Protection / Education Program Assistant

Location: Maiduguri, Borno State

Job Type: Full Time

Duration: 6 Months

Qualification: BA/HND

About ALSAR

Anchor for Life Support and Resilience (ALSAR) is a nationally recognized non-profit organization in Nigeria, founded in 2022. We are dedicated to driving positive change in rural communities through our WASH, Protection (GBV and CP), Climate Action, Education, Livelihood, Health, and Nutrition programs. Our mission is to transform the world into a peaceful and resilient global community by empowering individuals and societies through education, skill-building, and sustainable, inclusive programs.

Key Responsibilities

- Assist in planning, organizing, and coordinating program activities and events.
- Support data collection, monitoring, and reporting to track program progress.
- Maintain accurate records and documentation related to program implementation.
- Facilitate communication between program staff, partners, and beneficiaries.
- Help prepare reports, presentations, and other program materials.
- Ensure compliance with ALSAR policies and donor requirements.
- Contribute to promoting ALSAR's values of community empowerment and sustainability.

Qualifications & Experience

- Bachelor's degree in Social Sciences or related fields.
- Minimum of two years' experience supporting program implementation, preferably in non-profit or development settings.
- Strong organizational and multitasking skills.
- Excellent verbal and written communication skills.
- Ability to work collaboratively in a team and adapt to changing priorities.
- Proficient in Microsoft Office and basic data management tools.
- Fluency in English is required; knowledge of local languages in Borno State is an advantage.

How to Apply

Interested and qualified candidates should send their CV and Cover Letter to:

recruitment@alsars.org cc: hr@alsars.org

Use the subject line: "Program Assistant"

Application Deadline: 20th November 2025

ALSAR is an equal opportunity employer. We strongly encourage women to apply.