



**HOPE AND RURAL  
AID FOUNDATION**  
Reaching the Unreached without Barrier

**HARAF**

## **Opportunities at Hope and Rural Aid Foundation (HARAF) 2nd July, 2021**

### **About Us**

Hope and Rural Aid Foundation (HARAF) is a National Non-Profit organization functioning since 2011 but was officially registered under the Corporate Affairs Commission (CAC) of the Federal Government of Nigeria in the year 2016 with registration number RN: CAC/IT/:85536.

Hope and Rural Aid Foundation currently has three field and operational offices in Adamawa, Maiduguri and Yobe states of Nigeria. The organisation works in the Food Security and Livelihood, Protection (Child Protection/Gender based violence), Education and Shelter/ (Camp Coordination and Camp Management) thematic areas.

HARAF is currently receiving applications for the following volunteer positions:

<b>S/N</b>	<b>Position</b>	<b>Number</b>	<b>Job Type</b>	<b>Location</b>
1	Volunteer	1	Contract	Abuja
2	Volunteer	1	Contract	Jos
3	Volunteer	1	Contract	Kogi
4	Volunteer	1	Contract	Bauchi
5	Volunteer	1	Contract	Taraba
6	Volunteer	1	Contract	Gombe
7	Volunteer	1	Contract	Cross River
8	Volunteer	1	Contract	Bayelsa
9	Volunteer	1	Contract	Edo
10	Volunteer	1	Contract	Enugu
11	Volunteer	1	Contract	Imo
12	Volunteer	1	Contract	Anambra
13	Volunteer	1	Contract	Lagos



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14	Volunteer	1	Contract	Oyo
15	Volunteer	1	Contract	Ondo
16	Volunteer	1	Contract	Kano
17	Volunteer	1	Contract	Kaduna
18	Volunteer	1	Contract	Sokoto

## **VOLUNTEER**

**Position:** Volunteer

**Location:** Abuja, Jos, Kogi, Bauchi, Taraba, Gombe, Cross River, Bayelsa, Edo, Enugu, Imo, Anambra, Lagos, Oyo, Ondo, Kano, Kaduna, and Sokoto.

**Experience:** 1 year experience in non-profit organizations (Not Mandatory)

**Employment Type:** Contract

**Duration:** 6 Months

**Remuneration:** None. Only basic stipends will be provided.

**Other Benefits:** Access to all of HARAFs Humanitarian/Development Career Resources.

### **Scope of work.**

Working under the supervision and guidance of the Project Manager, the selected volunteers will be based in designated HARAF locations in their respective states.

The volunteers will take instructions from the Project Manager and Project Assistant to execute the tasks given. The Volunteers are also expected to carry out tasks that may be given to them by other members of the HARAF staff during the duration of their contract.

### **Functions and Responsibilities**

- Attend weekly and monthly meetings and training.
- Perform all visibility tasks given by the project assistant.
- Participate in on-the-field data collection and entry for various interventions implemented in the field and ensure that complete, accurate, clean and consistent data is shared with the Project Assistant.
- Ensure proper filing of documents including questionnaires, monitoring reports, datasets among others.



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### **Qualifications and Requirements**

- BSc or National Diploma in Social Sciences or related field required (final year undergraduate students can apply).
- Should be passionate about humanitarian work. Experience in a Non-Governmental Humanitarian Organisation is an added advantage.
- Be resident in the State capital.
- Should possess a laptop or mobile device capable of hosting virtual online meetings

### **Knowledge, Skills and Attributes**

- Database management and knowledge management experience required.
- Strong computer literacy required.
- Familiarity with issues related to humanitarian/development work and contextual knowledge of conflict-affected environments is a plus.
- Demonstrated ability to work effectively with a variety of stakeholders.
- Ability to work with minimal supervision.
- Fluency in English required. Fluency in the local languages of the state is highly desirable.

Deadline for receiving applications is: **July 11, 2021**

### **Method of Application**

Vacancy closes 10 days after publication. **(12am Sunday, 11<sup>th</sup> July 2021)**

Interested candidates are to submit application via the applications portal using the following link <https://www.haraf.org.ng/volunteer.php>

- Female Candidates are encouraged to apply.
- No applications will be received at HARAF office.
- HARAF is an Equal Opportunity Employer. Only shortlisted candidates will be contacted.

### **Disclaimer:**

**HARAF does not charge candidates a fee for test or interview.**