

Project Manager, Nigeria

Location: Abuja

Type: Full-time employee

Application deadline: Rolling, with a target start date in mid-April 2025

About GRID3

GRID3 works in Nigeria and the Democratic Republic of the Congo (DRC) to generate, validate, and use core spatial datasets on population, settlements, subnational boundaries, and crucial infrastructure. In tandem, GRID3 trains and strengthens the capacity of stakeholders who use this information; supports related analytics and decision-making; and improves the mainstreaming and sustainability of key datasets.

GRID3 solutions address the needs of multiple development sectors and their diverse beneficiaries. GRID3 emphasizes government ownership to ensure that solutions can be incorporated into ongoing operations at the national level. GRID3's work facilitates improved, data-driven development interventions that deliver vital services to the communities that need them the most.

Position Summary

GRID3 is looking for a **Project Manager** to drive our in-country programming in **Nigeria**. You will play a crucial role in ensuring GRID3's active engagement with Nigerian stakeholders. Reporting to the Implementation Lead, you will manage work plans, organize workshops and meetings, track budgets, and cultivate strong partnerships. The ideal candidate will have a proven track record in project management within Nigeria, experience with international organizations and deliverable-based development programs, and a commitment to our mission.

This role requires in-person training with GRID3 upon hire, domestic travel within Nigeria, and occasional international travel. Flexibility with working hours is required to accommodate collaboration with teams in Europe/US and respond to time-sensitive requests. Some evening and weekend work may be necessary, especially during periods of fieldwork or travel.

Key Responsibilities

- *Project management*
 - Manage day-to-day operations, ensuring alignment with GRID3 objectives and work plans.
 - In coordination with GRID3 leadership, develop and manage work plans, and ensure projects are implemented effectively and according to agreed timelines.
 - Proactively identify and address bottlenecks, risks, and other challenges.
- *Stakeholder engagement*
 - Build and maintain strong relationships with government and technical partners.
 - Ensure GRID3 solutions and work plans align with stakeholder needs.
 - Represent GRID3 in meetings, conferences, workshops, and other events, virtually and in person.
 - Provide timely updates to stakeholders on GRID3 activities; prepare written updates and presentations on GRID3 work.
- *Logistical coordination*
 - Organize logistics for GRID3 activities in coordination with the global operations team.
 - Oversee procurement processes and inventory.

- Track budgets and expenditures to ensure financial accountability; support the global finance team with clearing in-country expenses.
- Ensure adherence to GRID3 travel, procurement, and inventory management policies, and relevant financial guidelines.
- *Reporting, M&E, and communications*
 - Prepare reports and other documentation; assist with donor reporting.
 - Work with communications and M&E staff to document lessons learned, disseminate project results, and tell GRID3 success stories.

Qualifications and Skills

- Minimum of 5-7 years of experience delivering multi-stakeholder projects in Nigeria; with experience navigating complex organizations and partnership models.
- Strong analytical and problem-solving abilities; a motivated self-starter who can come forward with solutions for the team.
- Exceptional communication and interpersonal skills; experience managing stakeholders across organizations and sectors.
- Fluent English speaker.
- Tech-savvy individual with the ability to learn about highly technical concepts, including geospatial data and technologies, to support project management needs.
- Bachelor's degree or higher in social sciences, business administration, or health preferred.
- Commitment to GRID3's mission and values.
- Experience in international development or global health projects is preferred.

Please email a cover letter and CV to jobs@grid3.org with the subject line "Project Manager, Nigeria." Interested applicants are encouraged to apply early, as review of applications will begin immediately.