



1. JOB TITLE: Resource Mobilisation Officer (1 Position)

Role Summary:

- Leads the development of fundraising strategies, donor engagement, and partnership cultivation for financial sustainability.

Minimum Qualification:

- Bachelor's Degree in Development Studies, Business Administration, Economics, Finance, or related fields.

Experience:

- 3–5 years in donor engagement, fundraising, or proposal development.

Key Competencies:

- Proposal writing, partnership building, negotiation, innovation, and strong presentation skills

2. JOB TITLE: Finance & Administration Officer (1 Position)

Role Summary:

- Responsible for financial management, administration, and ensuring compliance with AAHEFA procedures.
- Minimum Qualification: Bachelor's Degree in Accounting, Finance, or Business Administration.
- Experience: 2-3 years in financial and administrative management.

Key Competencies:

- Financial reporting, budgeting, audit and compliance knowledge, integrity

3. JOB TITLE: Programme Coordinator (1 Position)

Role Summary:

- Coordinates AAHEFA programmes, training initiatives, member engagement activities, and partnership projects.

Minimum Qualification:

- Bachelor's Degree in Project Management, Public Administration, Development Studies, or related fields.

Experience:

- 3-5 years in programme coordination, project management, or stakeholder engagement.

Key Competencies:

- Strong planning, reporting, meeting coordination, diplomacy, multitasking, and communication skills

Application – Interested candidates must submit:

- Detailed CV, Cover letter stating the position applied for, Certified copies of academic and professional certificates
- Contact details of three referees
- Applications should be addressed to: recruitment@aahefa.org