



The TY Danjuma Foundation is an independent, private, indigenous philanthropic grant-making organisation with offices in Abuja, Taraba, and Edo States. The Foundation supports non-profit organisations to improve the quality of life of underserved Nigerians through strategic grants and partnerships. The Foundation seeks to hire a graduate with 3–5 years post-National Youth Service Scheme (NYSC) experience in the development sector for its Head Office in Abuja.

Job Title: Programme Assistant

Location: Abuja

Reporting Line: Programme Officer

Job Summary

The Programme Assistant will provide technical and administrative support to the Programme Officer in the coordination, implementation, monitoring, and reporting of projects supported by the TY Danjuma Foundation. The role involves supporting engagement with grantees, documentation, research, reporting, and general programme administration to ensure high-quality programme delivery.

Key Responsibilities

Under the direct supervision of the Programme Officer, the Programme Assistant will:

1. Support the coordination of programme activities, including planning, scheduling, documentation, and tracking deliverables.
2. Assist in monitoring the implementation of funded projects, including participation in field monitoring visits when required.
3. Assist in collating and reviewing programme reports, including compiling narrative and financial reports submitted by grantees.
4. Support grantee management processes by maintaining a cordial working relationship with grantees and supporting routine communications.
5. Support programme research and documentation processes, including literature reviews, desk research, and summarising findings to inform decision-making.
6. Assist in organising meetings, trainings, workshops and stakeholder engagements, including preparation of agendas, taking minutes, and tracking action points.
7. Support data collection, entry, validation, and management for programme monitoring, including maintaining trackers and relevant databases.
8. Support the preparation of briefs, presentations, and key documents such as PowerPoint slides, briefing notes, memos and concept notes.
9. Assist with maintaining organised records and filing systems (soft and hard copies) for programme documentation and compliance.
10. Support learning and communication activities by helping document success stories, lessons learnt, and best practices from programme implementation.
11. Perform any other relevant duties assigned in line with programme needs.

Qualifications and Requirements

- A minimum of a first degree in health, social sciences, education, development studies, or related disciplines.
- 3–5 years post-NYSC experience in the development sector (Philanthropic organisations, NGO, nonprofit, or donor-funded programmes).
- Strong interest in development work, grantmaking, and supporting nonprofits to deliver high-impact interventions.
- Strong writing skills with good command of spoken and written English.
- Proven ability to work independently, solve problems creatively, and demonstrate innovation.

Required Skills and Competencies

- Excellent communication and interpersonal skills.
- Strong organisational skills, attention to detail, and ability to manage multiple tasks.
- Proficiency in Microsoft Office tools (Word, Excel and PowerPoint).
- Ability to work effectively in a team, meet deadlines, and maintain confidentiality.

How to Apply

Interested candidates should submit:

- A one-page cover letter indicating suitability for the role; and
- A 2-page detailed Curriculum Vitae (CV)

to: jobs@tydanjumafoundation.org on or before the 30th of January 2026

- Selected applicants will be contacted on or before the 12th of February 2026