Nyong, Samira Asuquo

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**PERSONAL DATA**

Sex: Female

Nationality: Nigeria

Marital status: Married

**Professional Summary**

Passionate and experienced Program Officer specializing in Gender, Diversity, and Inclusion initiatives within Education, Climate change, Civic societies management, Human Capital Development, and Social Justice Sectors across the Globe. Proven expertise in impact assessment, monitoring and evaluation, and driving inclusive educational reforms, information management, and energy campaigns. Dedicated to enhancing organizational capacity and spearheading programs that empower stakeholders to tackle educational challenges inclusively. Proficient in English communication and skilled at fostering partnerships with diverse stakeholders and organizations. Seeking a dynamic role to leverage my strengths in coordinating, mobilizing, and nurturing regional alliances for impactful humanitarian advocacy with a focus on gender equality, advocacy, diversity, and inclusion.

**Education**

MBA Specialization in Human Resources Management, Ahmadu Bello University, Zaria (in view)

Master of Arts Degree in Diplomatic Studies, University of Abuja, Airport-Giri Road, Abuja, Nigeria (Thesis Level)

Bachelor’s Degree in History and International Studies 2018, Akwa Ibom State University, Ikot Akpaden, Akwa Ibom State, Nigeria

**Skills**

* Strong knowledge of donors' policies and guidelines.
* Strong understanding of gender issues and the socio-economic factors affecting gender equality.
* Excellent project management and organizational skills.
* Strong research and analytical skills, with the ability to interpret data and generate actionable insights.
* Effective communication and interpersonal skills, with the ability to engage diverse stakeholders.
* Proficiency in Microsoft Office Suite and familiarity with project management software.
* Ability to work independently and as part of a team in a fast-paced, dynamic environment.
* Cultural sensitivity and the ability to work in diverse and multicultural environments.
* Fundraising and Advocacy Expert
* Knowledge of charitable gift annuities
* Project cycle management expertise.
* Proficient in principled-based approaches and advocacy.
* Gender Expert
* Health Advocate
* Human Right Advocate
* Expertise in Social and Climate Justice
* Experience working in countries within the global south.
* Excellent communication, networking, organizational, and prioritization skills.
* Capacity to engage and manage technical staff.
* Cross-cultural sensitivity and effective team player.
* Fluent in English; excellent writing and reporting skills.
* Computer literacy with a good command of MS Office.
* Active listening skills to hear what people are saying and ask questions when appropriate
* Time management skills to manage the company’s time most effectively
* Effective management of fiscal resources to determine the best use of resources
* Exceptional public speaking skills to communicate with large groups of people
* Strong knowledge of donors' policies and guidelines.
* Project cycle management expertise.
* Proficient in principled-based approaches and advocacy.
* Excellent communication, networking, organizational, and prioritization skills.
* Capacity to engage and manage technical staff.
* Cross-cultural sensitivity and effective team player.
* Fluent in English; excellent writing and reporting skills.
* Computer literacy with a good command of MS Office.

**SOFTWARE PROFICIENCY**

Microsoft Office (Word, PowerPoint, Access point, Excel)

Digital Marketing

Website guru (Email, Instagram, WhatsApp, Facebook, Google ad)

Social Media Influencer

**Professional Certifications**

HR Beginners Master Class

Scrum Master Certification

Agile Certification

Sexual and Reproductive Health Expert

Human Resource Management.

Project Management (PMP).

Business Management.

Administration Support.

Executive Assistant Skills.

Corporate Governance.

Introduction to Conflict Management and Negotiation Skills revised.

Certificates on Terrorism and Counterterrorism comparing theory and practice Leiden University Netherlands.

Personnel.

Fundraising Certification

BSafe Course (UNDP)

Field Equality, Diversity, and Inclusion course.

Safeguarding Essentials course.

Prevention of sexual exploitation course

Social Communication Change Training from the Youth Network for Community and Sustainable Development

Sustainable Cities and Communities Specialization from Lund University Sweden.

Professional Certification in Digital Nursing (DN), 2024

Professional Certification in Medical Social Work,2024

**Work Experiences**

**STABLE GROUP- Programmes Director, August 2022 – Present**

* Advocate for gender equality and women’s rights at local, national, and international levels.
* Develop communication strategies to raise awareness about gender issues and the organization’s work.
* Create content for newsletters, social media, and other platforms to highlight program achievements and gender-related topics.
* Develop and implement monitoring and evaluation frameworks to track the progress and impact of gender programs.
* Prepare detailed reports, case studies, and presentations to communicate program outcomes and lessons learned.
* Use qualitative and quantitative data to assess program effectiveness and inform future planning.
* Develop and deliver training programs to build internal and external capacity on gender issues.
* Provide technical assistance and support to program staff and partners on gender integration.
* Create educational materials and resources to promote gender awareness and sensitivity.
* Conduct thorough research and analysis on gender issues, trends, and best practices.
* Identify and assess the needs of target populations to inform program design and implementation.
* Monitor and evaluate the impact of gender programs, using data to make informed decisions and improvements.
* Design and develop gender-focused programs and initiatives that align with the organization’s strategic goals.
* Implement gender programs, ensuring effective integration of gender perspectives in all activities.
* Develop detailed project plans, including goals, objectives, activities, and timelines.
* Coordinate with other departments to ensure program objectives are met.
* Strong technical expertise in program design, implementation, monitoring, and evaluation.
* Experience in providing capacity building, training, and technical assistance to diverse stakeholders.
* Excellent communication, interpersonal, and advocacy skills.
* Ability to work effectively in multicultural teams and collaborate with a wide range of partners.
* Fluency in English; proficiency in other languages, especially those spoken in the region of operation, is desirable.
* Commitment to promoting sexual and reproductive health and rights, gender equality, and social justice.
* Acted as the organization's representative on a national scale, steering the development and management of programs in accordance with organizational objectives.
* Supervised the execution of projects funded by FCDO's Humanitarian and Resilience Programme (HARP) Facility, collaborating closely with consortium partners.
* Formulated and executed country-specific strategies, ensuring their alignment with socio-economic conditions and humanitarian coordination frameworks.
* Spearheaded fundraising initiatives, pinpointing funding prospects, conceptualizing project proposals, and engaging in negotiations with donors.
* Managed the planning and execution of programs, guaranteeing the achievement of milestones and facilitating effective stakeholder involvement.
* Oversaw the development, quality, and accountability of programs related to WASH, Shelter, RRM, and Food Security and livelihoods.
* Fundraising Coordinator for the Organization.
* Collaborated closely with the Country Director in Asia in shaping and implementing the mission's strategic direction.
* Managed relationships with donors, coordinated grant activities, and represented the organization effectively.
* Provided leadership in MEAL coordination to ensure the monitoring and evaluation of programs.
* Regular budget monitoring.
* Design and implement project-specific MEL (includes collecting MEL data from all activities).
* Contribute to organisational MEL framework.
* Strengthened partnerships with NGOs and INGOs, aligning with recommendations from consultants and program managers.
* Take charge of workshop activities, utilizing your expertise in youth advocacy.
* Deliver presentations on key content to educate youth activists about important subjects.
* Acted as the organization's representative on a national scale, steering the development and management of programs in accordance with organizational objectives.
* Supervised the execution of projects funded by FCDO's Humanitarian and Resilience Programme (HARP) Facility, collaborating closely with consortium partners.
* Formulated and executed country-specific strategies, ensuring their alignment with socio-economic conditions and humanitarian coordination frameworks.
* Spearheaded fundraising initiatives, pinpointing funding prospects, conceptualizing project proposals, and engaging in negotiations with donors.
* Managed the planning and execution of programs, guaranteeing the achievement of milestones and facilitating effective stakeholder involvement.
* Manage and analyze data collected during workshops, offering insights to improve their effectiveness.
* Ensure workshops are conducted interactively and participatively.
* Confirm participants' understanding of objectives and group tasks.
* Facilitate the sharing of experiences, identification of priorities, and concrete action planning.
* Monitor the learning process to guide participants toward expected outcomes.
* Facilitated coordination among program components, including MEAL and Technical expertise, and collaborated with the Grant Department.
* Demonstrated in-depth knowledge of organization history, campaigns, social change theory, and climate science.
* Provide continuous support to youth advocates post-workshops, conducting regular check-ins, leading online sessions between in-person workshops, sharing pertinent data, and addressing queries to maintain momentum.
* Supervise the coordination of youth-led advocacy actions, ensuring alignment with project goals.
* Generate regular progress reports outlining achievements, challenges, and recommendations for ongoing improvement.
* Participate in or facilitate the writing and discussion of the workshop report.
* Represented the organization in public engagements, including media interviews and speaking engagements.
* Serve as the main point of contact between the project team and youth
* Review grant requests and determine where funds get allocated.
* Developing and documenting knowledge into helpful content
* Manage request for proposals (RFP) processes, and oversee contractors/vendors for research-relate activities.
* Manage a political party strengthening program in Africa and a civil society strengthening program in Poland from the main office.
* Led introduction and upgrading of wireless infrastructure at remote locations to ensure adherence to internal and international wireless standards.
* Follow privacy guidelines.
* Ensure timely completion of project reports – both narrative and financial
* Increase immunization coverage for the different age groups.
* Serve as project ambassador, liaising with management, the USG, and peer organizations, ECOWAS, AU, EU, UN, Human Rights Commission.
* Provide early childhood training to all teaching staff, parents, and other agency personnel.
* Designate a liaison between federal government auditors and HSD for security and privacy policies and procedures.
* Provide programmatic leadership to co-workers and advance U.S. Government (USG) OFDA policies with donors and other stakeholders.
* Conduct direct liaison daily with senior DoD personnel on issues pertaining to defense systems, acquisition policies, and procedures.
* Coordinate program security-related actions via DOD, SAF/AQ, and other private industry contractors as needed to facilitate program milestones.
* Develop an integrated math program for school-wide implementation.
* Provide management oversight and direction for program operations, focusing on operational optimization.
* Assist in program activity planning and work plans for all teams within the organization.
* Plan and organize all required meetings, workshops, events, and other program-related activities.
* Oversee the development of programs within the organization, ensuring they align with the goals and mission of the INGO.
* Seek grants and proposals to secure funding for the organization's programs.
* Manage program budgets, ensuring funds are allocated appropriately and monitoring spending.
* Head project management activities, including implementing daily management of program activities and ensuring projects stay on scope, schedule, and budget.
* Build and maintain partnerships and relationships with other organizations, such as nonprofits, community organizers, and federal agencies, to expand services, raise funding, and promote the organization's work.
* Provide support in the case of Disaster Management.
* Support in preparing for meetings related to National Society Development (review of documents, drafting of position papers)
* Ensure team travels and logistics are properly organized
* Finance Administration
* Develop and deliver training programs on risk management and compliance topics for staff and partners
* Make sure that the guidelines for conducting investigations, which encompass confidentiality, are upheld, and that all inquiries are carried out in a professional and empathetic manner, especially when individuals from the staff, community, or other parties have been adversely impacted by an incident.
* Prepare regular reports and organize records
* Evaluate and appraise emerging potential risks and susceptibilities linked to the organization's activities, initiatives, and involved stakeholders.
* Collaborate with DSS and country management teams to formulate risk mitigation tactics and concrete courses of action aimed at diminishing recognized risks.
* Frequently assess and revise risk management protocols to remain adaptable in response to evolving conditions.
* Provide support in the development of program proposals
* Organize a filing system for important and confidential documents, Policies and procedures, Contracts and agreements
* Maintain the office calendar, keep an overview of relevant meetings and events, Maintain an overview of staff on visits to Nigeria
* Support in the procurement of items Follow up on other office services and maintenance when needed.
* Keep the organization informed about program developments and ongoing activities through regular reports, such as weekly, monthly, or quarterly updates
* Support the development of program staff, providing guidance and mentorship.
* Perform administrative duties such as database management, website maintenance, and newsletter development
* Analyze legislation to determine how it could potentially affect the nonprofit’s work.
* Developed and executed an engagement plan in collaboration with regional organizations for iconic campaigns.
* Coordinated logistical support for events and campaign activities, ensuring seamless execution.
* Facilitated the absorption and engagement of groups into the Afrika Vuka platform through Salesforce.
* Contributed to the African campaign strategy and implementation plan, aligning with global goals.
* Provided valuable input by sharing national and regional campaign ideas with the Stable Group Africa and global teams.
* Attended key regional and international movement gatherings to stay updated and network.
* Fostered and maintained strategic relationships with partner organizations and frontline communities.
* Gathered reports, stories, and audiovisual content for dissemination on social media and traditional platforms.
* Contributed to national and regional campaign stories to enhance African and global communications.
* Played a crucial role in building the regional climate movement by designing training programs and capacity-building initiatives.
* Ensured the safety and security of climate defenders in Africa by engaging partners and allies.

**REVOLUTIONARY MINDS INTERNATIONAL - VOLUNTEER**

**SENIOR RESEARCH DEVELOPMENT OFFICER,**

* Combining research and practical aid through providing support to people living in the developing world.
* looking into issues or problems and deriving solutions for developing nations,
* Carrying out literature reviews and data compilation and analysis for ongoing and frequently-evolving research projects,
* Potential focus areas include the political economy of oil-dependent countries, electricity markets, multilateral development banks, private investment, Sub-Saharan Africa, G20, and US development policy.
* Performing analysis of complex Excel datasets, including foreign assistance data from the OECD DAC, US 150 Account, and USASpending.gov, among others.
* Providing research, writing, and editing support as needed. Performing duties requiring independent judgment and analysis related to data gathering, report preparation, and special projects.
* Collaborating with senior staff and Revolutionary Minds International communications team members to draft blogs, policy briefs, notes, and reports.
* Organizing and attending meetings/conferences related to research priorities.
* Performing other duties as necessary in support of senior research staff.

**NATIONAL DEMOCRATIC INSTITUTE- Senior Programmes Officer, October 2019 – July 2022**

* Provide strategic direction, ensuring the alignment of program activities with the overall mission and vision.
* Oversee the development and implementation of a comprehensive strategy for Nigeria
* Drive the development of high-quality programs in collaboration with relevant stakeholders.
* Ensure that programs are evidence-based, adaptable to contextual changes, and conflict-sensitive.
* Monitor and evaluate program effectiveness, leading the MEAL coordination efforts.
* Manage relationships with donors, ensuring effective grant management and compliance.
* Represent NDI at key forums, building and maintaining strong partnerships.
* Provide leadership to a diverse team, fostering a positive and collaborative work environment.
* Mentor and develop staff, ensuring the effective use of resources and adherence to organizational values.
* Effectively manage security considerations, ensuring the safety of staff and assets.
* Stay informed about the security situation in the Country and make informed decisions accordingly.
* Offered public relations management to various clients to help them become more involved in the community.
* Directed fundraising activities and raised over $50,000 for the nonprofit.
* Represented the company to numerous news outlets and gave many interviews during my time working there.
* Planned budgets and administered maintenance on pieces of equipment.
* Understanding organizational goals and objectives and creating programs that adhere to these guidelines
* Implementing programs and projects to help organizations meet goals and objectives
* Apply project management knowledge regarding development, staffing, budgeting, and scheduling
* Researching grant proposals and funding opportunities
* Developing relationships with various community, governmental, and other nonprofit organizations to raise funds and awareness and build resources Development: Collaborate with the program team to design and develop new projects or initiatives that align with the NGO's mission and strategic objectives.
* Overseeing the planning, execution, monitoring, and evaluation of programs and projects. This includes setting goals, developing work plans, and ensuring projects are delivered on time and within budget.
* Developed and managed budgets for programs, ensuring resources are allocated appropriately and expenses are tracked. Monitor financial transactions and reports related to program activities.
* Coordinate with internal teams, partners, stakeholders, and beneficiaries to ensure effective communication and collaboration throughout the program lifecycle. This includes holding regular meetings, providing updates, and addressing any issues that arise.
* Developed and implemented monitoring and evaluation frameworks to assess the impact and effectiveness of programs. Collect and analyze data to measure program outcomes and identify areas for improvement.
* Prepared and submitted regular reports to senior management, funders, and donors detailing program progress, achievements, challenges, and financial expenditures.
* Researched and identified funding opportunities from various sources. Prepare grant proposals, funding applications, and donor reports to secure financial support for programs.
* Identify training needs for program staff and beneficiaries and coordinate capacity-building initiatives to enhance their skills and knowledge.
* Worked to raise awareness about the NGO's programs and projects. Collaborate with communications and advocacy teams to develop materials, participate in events, and engage with relevant stakeholders.
* Identified potential risks and challenges associated with program implementation and develop strategies to mitigate them.
* Ensured that programs adhere to relevant laws, regulations, and ethical standards. Maintain proper documentation and records for audits and compliance purposes.
* Build and maintain relationships with other NGOs, government agencies, donors, and community groups to facilitate collaboration and resource sharing.
* Continuously sought opportunities to innovate and improve program strategies, methodologies, and outcomes.
* Conducted regular field visits to program locations to monitor progress, address challenges, and engage with beneficiaries.
* Addressed conflicts and issues that may arise within the program team or with external stakeholders diplomatically and effectively.

**Solidarities International- Programme Officer, July 2018 – July 2019**

* Facilitated charity galas and spoke with people there to convince them to donate to the cause.
* Participated in staff meetings and collaborated with team members to develop new programs and events.
* Lead, guide, and assist in the enhancement of project design and initiation processes, with a specific emphasis on larger, intricate, or high-risk projects.
* Enhance the organization's capabilities in project design.
* Reinforce and create organizational tools and guidelines to bolster high-quality project design.
* Collaborate closely with Country Programme staff throughout project design phases.
* Collaborate with the PMER Systems Advisor to ensure alignment between our management information system and Project Design processes and outcomes.
* Collaborate with Quality Programme (technical) advisors to pinpoint/develop exemplary instances of WASH projects illustrating the application of Quality Programme standards in project design.
* Conducted research to obtain more information regarding grant proposals.
* Worked within a team to determine what requirements are needed to complete a project and what benefits stand to be gained.
* Generate Program Reports
* Establish Relationships with Other Organizations
* Oversee Funds and Budgets
* Develop Program Initiatives and Project Outlines

**Hobbies and Interests**

When I am not working, I enjoy reading and watching videos of historical documentaries.

**REFEREES**

* 1. Dr. Asuquo Anwana

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