



**HSCW/072600**

**Programme Administrator (Knowledge Translation & DrPH Programme)**

**Expected Start Date: 2<sup>nd</sup> February 2026**

## **Overview**

At WAFERs, our research, training, and policy engagement portfolio continues to expand across West Africa. Central to this growth is the Knowledge Translation Centre, which supports evidence-to-policy initiatives, implementation research, and capacity strengthening, and serves as a core operational and internship hub for the Doctor of Public Health (DrPH) programme.

We are seeking a highly organised, proactive, and experienced Programme Administrator to support the effective delivery of the Knowledge Translation Centre and the DrPH programme. This role is critical to ensure high-quality programme coordination, strong stakeholder engagement, and a structured learning environment for DrPH students undertaking applied and internship-based training. The role is based in Ibadan, Oyo State, Nigeria, and will involve close collaboration with academic staff, researchers, policymakers, partner institutions, and DrPH trainees.

## **Role specifications**

The ideal candidate will ensure that:

- Knowledge Translation Centre and DrPH programme activities are well coordinated, documented, and delivered to a high standard
- Academic, training, and stakeholder engagement activities run smoothly and on schedule
- Programme records, reports, and communications are accurate, timely, and well maintained
- The Centre functions as a structured and supportive internship placement for DrPH students
- Institutional and donor requirements are adhered to consistently

The role will also involve coordination with internal teams, external partners, and students to ensure seamless programme operations.

Some of the key activities of this position include:

## **Programme Administration & Coordination**

- Provide day-to-day administrative support for the Knowledge Translation Centre and DrPH programme
- Coordinate meetings, seminars, workshops, trainings, and conferences (scheduling, logistics, minutes, reports and follow-up actions)
- Support admissions, onboarding, progression tracking, and record management for DrPH students
- Maintain accurate programme databases, files, and monitoring documentation

## **Knowledge Translation & Research Support**

- Support planning and delivery of knowledge translation activities, including policy dialogues, dissemination events, and stakeholder engagements
- Assist with preparation, formatting, and submission of policy briefs, technical reports, training materials, and donor documentation
- Track research outputs, engagement activities, and implementation milestones
- Liaise with researchers, policymakers, and partners to support coordinated delivery of activities

## **DrPH Internship & Applied Learning Coordination**

- Provide administrative support to the Knowledge Translation Centre by coordinating the search and placement of DrPH students into suitable internship and applied learning opportunities.
- Coordinate internship schedules, supervision arrangements, and documentation
- Act as a liaison between students, supervisors, and programme leadership
- Support monitoring of student learning objectives, deliverables, and progress
- Maintain internship records and contribute to quality assurance of training experiences

## **Financial & Operational Support**

- Support routine financial and operational administration in collaboration with finance staff
- Assist with procurement processes, travel arrangements, contracts, and event logistics
- Support compliance with institutional, donor, and regulatory requirements

## **Communication & Liaison**

- Serve as a primary administrative point of contact for the Knowledge Translation Centre and DrPH programme
- Manage correspondence, document circulation, and information requests
- Support communication programme, including mailing lists, information packs, and website updates where required.

## **Skills for Success and Qualifications**

### **Essential Skills**

- Minimum of a master's degree in public health, Social Sciences, Health Management, Education, or a related field
- At least four (4) years' relevant experience in programme administration, academic administration, or research coordination
- Proven experience supporting complex programmes, training initiatives, or research projects
- Strong organisational, coordination, and documentation skills

### **Desirable Skills**

- Experience working with doctoral or postgraduate training programmes
- Familiarity with knowledge translation, implementation research, or policy engagement

## Core Competencies

- Excellent written and verbal communication skills
- Strong attention to detail and ability to manage multiple tasks simultaneously
- Proficiency in Microsoft Office and digital collaboration tools
- Ability to work independently and collaboratively within multidisciplinary teams
- Professional discretion, reliability, and strong interpersonal skills

## Location

- The position is based in Ibadan, Oyo State, Nigeria

## Benefits

- A competitive basic salary of ₦200,000, with additional allowances commensurate with experience and qualifications.
- Occasional local or regional travel may be required

## Application:

To Apply:

Interested candidates should submit a detailed résumé, a one-page cover letter outlining their relevant experience, and two professional references to [wafersng@gmail.com](mailto:wafersng@gmail.com). **Candidates are strongly encouraged to apply by 21<sup>st</sup> January 2026; however, applications will be accepted until the position is filled.**

## Interview

**Dates: Week of 26<sup>th</sup> January 2026**

**Only shortlisted candidates who meet the minimum criteria will be contacted for interviews.**

## Equal Opportunity Statement

WAFERs is committed to equity, diversity, and inclusion and encourage applications from suitably qualified candidates regardless of gender, ethnicity, disability, or background.