



RECRUITMENT NOTICE

BACKGROUND

TB Network is a national umbrella body of Civil Society Organisations (CSOs) dedicated to the fight against Tuberculosis (TB) in Nigeria. With a vision of a TB-free Nigeria, the Network's mission is to coordinate CSO efforts across the country to advocate for increased access to high-quality, comprehensive TB services. Officially registered with the Corporate Affairs Commission (CAC) as the Civil Society for the Eradication of Tuberculosis in Nigeria, the TB Network's National Office is located at No. 22 Koforidua Street, Michael Okpara Way, Zone 2, and Abuja.

Under the Global Fund's Grant Cycle 7 (GC7), the TB Network is engaged as a Technical Service Organization (TSO) by the Institute of Human Virology Nigeria (IHVN). In this capacity, the Network supports the implementation of people-centred and community-led TB interventions, particularly those aimed at fostering active community engagement. These efforts are designed to address gender-related, human rights, and other systemic barriers that hinder equitable access to qualitative and comprehensive TB services in Nigeria.

A core strategy of the TB Network's work is Community-Led Monitoring (CLM) — a vital tool for promoting accountability, enhancing sustainability, and deepening community ownership of TB interventions. By harnessing the grassroots reach and local expertise of Community-Based Organisations (CBOs) and Non-Governmental Organisations (NGOs), CLM ensures TB services remain inclusive, responsive, and reflective of the lived realities of affected populations.

CLM involves:

- Collect and analyze both qualitative and quantitative data on TB service delivery.
- Identify gaps in service provision and highlight areas in need of improvement.
- Advocate for enhanced quality, affordability, accessibility, and availability of TB services.
- Complement formal monitoring systems with grassroots insights, particularly from marginalized populations and affected communities.

CLM Intervention Objectives:

- Leverage data-driven approaches to improve TB service delivery for end users at both facility and community levels.
- Collect and analyze evidence from selected states through community-led monitoring to identify and address barriers affecting the availability, accessibility, affordability, and quality of TB services in Nigeria, and collaboratively develop solutions.
- Strengthen community ownership and accountability in the TB response by promoting evidence-based advocacy, fostering meaningful engagement, and supporting efforts toward domestic resource mobilization.

The engagement of a State Program Officer will enhance the coordination and oversight of Community-Led Monitoring (CLM) activities in selected states, ensuring efficient data collection on TB service delivery and helping to address barriers to care. Working closely with Community-Based Organisations (CBOs) and Non-Governmental Organisations (NGOs), the officer will identify



service gaps, particularly in accessibility, affordability, and quality, and support the development of localized, people-centered solutions. The State Program Officer will regularly report progress and findings to the TB Network at the national level, contributing to evidence-based advocacy and continuous program improvement in the national TB response, with the ultimate goal of achieving a TB-free Nigeria.

Position: STATE PROGRAM OFFICER (TBN-SPO)

Location: FCT, Anambra, Bayelsa, Cross River, Enugu, Ebonyi, Zamfara, Lagos, Ekiti, Plateau, Rivers States.

Job Type: Full Time

Contract duration: 6 Months (Renewable based on performance)

Job Summary:

The State Program Officer will be responsible for supporting project implementation within their assigned states by providing technical assistance, supervision, and program management to Community-Based Organizations (CBOs) and other implementing partners. The role includes overseeing project activities, ensuring effective monitoring and reporting, and offering supportive supervision to strengthen performance and impact. The ideal candidate should possess strong experience in program management, resource mobilization, monitoring and evaluation, and community mobilization. Excellent reporting and facilitation skills, as well as a solid understanding of Global Fund grants, are essential for this position.

Key Responsibilities:

The State Program Officer will oversee the implementation of the Global Fund Integrated Community-Led Monitoring Grant on behalf of the TB Network, serving as the key link between project teams, Community-Based Organizations (CBOs), and other stakeholders. The officer will coordinate TB-related activities within the state, foster collaboration with partners, and ensure the smooth execution of project deliverables. Additionally, the officer will be responsible for providing accurate and up-to-date information on current and emerging issues related to TB, Malaria, and HIV/AIDS, supporting effective response and advocacy efforts at the state level.

Duties and Responsibilities

- Provide accurate and up-to-date information on current and emerging issues in Tuberculosis (TB) and other diseases within the state.
- Proactively manage and ensure the efficient implementation of project activities in assigned states.
- Participate in the design, management, and periodic review of program activities carried out by implementing organizations and Community-Based Organizations (CBOs).
- Serve as the primary liaison between the TB Network, CBOs, and state-level partners and stakeholders.
- Monitor and evaluate project implementation progress by conducting regular supportive supervision visits to program sites across selected Local Government Areas (LGAs) and wards.
- Maintain effective and timely communication with the TB Network National Office, partners, and relevant stakeholders in the state.
- Support implementing organizations in developing periodic work plans and budgets.
- Develop and manage state-specific advocacy plans, promote priority issues, and coordinate advocacy visits at all levels within the state.
- Prepare and oversee the execution of state-specific project work plans and timelines.



- Ensure proper financial management of state-level project activities in line with organizational guidelines.
- Supervise and provide guidance to field officers in their day-to-day tasks.
- Document lessons learned, success stories, and best practices in program implementation and monitoring & evaluation, following standard documentation guidelines.
- Represent the TB Network at relevant meetings, presentations, and technical working groups related to TB and other AIDS, Tuberculosis, and Malaria (ATM) diseases.
- Participate in other TB Network-led projects and activities within the state.
- Manage the state-level reporting cycle, ensuring timely submission of accurate reports to the National Office and strict adherence to reporting deadlines.
- Promote program quality by supporting the development and use of robust monitoring and evaluation systems and tools.
- Perform any other duties as assigned by the National Office to support program success.

Qualification and Experience

- Bachelor's degree in Development Studies, Public Health, or Social Sciences with not least 3 years of working experience and knowledge of Global Fund Grants, USG, and other donor agencies,
- Significant program management experience with national or international development agencies focusing on the three disease components of AIDS, TB, and Malaria (with a particular emphasis on Tuberculosis);
- Must have a demonstrated proficiency in the use of Microsoft Office, packages, internet communication, as well as other relevant data and finance processing packages
- Good leadership, communication, and community mobilization skills
- Must be ready to and capable of working both independently and leading a team for the achievement of set goals.

Method of Application

Interested applicants should send their comprehensive Curriculum Vitae (CV) and cover letter in **ONLY** one attachment (MS Word document) explaining their suitability for the job to recruitment@tbnetworkng.org before Friday, 18th July 2025.

Note: There is no relocation allowance for these positions

Please indicate the title of the post and the location applied in the subject line

“GF/IHVN/TBN/CLM/SPO/STATE” of the email, e.g. (GF/IHVN/TBN/CLM/SPO/LAGOS). Only shortlisted applicants will be contacted. Applicants are advised to provide their functional emails/mobile phone numbers on the application letter. Eligible female applicants are encouraged to apply.