



## Job Title: Operations Lead

**Location:** Abuja, Nigeria

**Employment Type:** Full-Time (Hybrid)

### ABOUT HOPE BEHIND BARS AFRICA

Hope Behind Bars Africa is a social enterprise working to close the justice and reformatory gap using technology, evidence-based interventions, and strategic legal support. Our core programs include the *Access to Justice Program*, the *Gender and Criminal Justice Program*, the *Civic-Space Strengthening Program*, the *Death Penalty Program*, and the *Inside-Out Reformation Program*. We aim to drastically reduce rights violations across all arms of the criminal justice system, from entry to exit points within the criminal justice system.

**Deadline for Applications:** May 30, 2025.

**Compensation:** Competitive and commensurate with experience. The full-time roles include a benefits package covering health insurance, flexible hybrid work options, pension, paid leave, and professional development opportunities.

Hope Behind Bars Africa is an equal opportunity employer. **Women and candidates from underrepresented backgrounds are strongly encouraged to apply.**

**Note:** Applications will be reviewed on a rolling basis. Early applications are encouraged. Only shortlisted candidates will be contacted. If you do not hear from us by **June 10**, please consider your application unsuccessful.

### About the Role

We are seeking a dynamic and detail-oriented **Operations Lead** to support our internal operations and mission delivery. This role will ensure efficient administrative systems, coordinate HR processes, and support organisational compliance. The ideal candidate is resourceful, emotionally intelligent, and committed to operational excellence in a fast-paced, impact-driven environment.

### Qualifications & Competencies



- Bachelor's degree in Business Administration, Human Resources, or a related field.
- Minimum of 5 years' experience in operations, administration, or HR coordination.
- Excellent organizational and multitasking skills.
- Strong interpersonal skills and emotional intelligence.
- Proficiency in Microsoft Office Suite and basic HR or project management tools.
- Familiarity with Nigerian labour laws and HR best practices.
- Discretion, professionalism, and a deep commitment to HBBA's mission.

## **Key Responsibilities**

### **1. Human Resource Coordination:**

- Support recruitment: advertise roles, screen applicants, schedule interviews, and onboard new hires.
- Coordinate orientation and internal training logistics.
- Maintain accurate employee records and HR documentation.
- Assist in performance tracking and management processes.
- Ensure compliance with Nigerian labour laws and manage statutory employee benefits.
- Promote a positive organizational culture and team wellbeing.

### **2. Administrative & Operational Support:**

- Manage day-to-day office operations for smooth internal functioning.
- Oversee procurement and office inventory.
- Coordinate travel logistics and staff movement.
- Draft internal communications, reports, and administrative documentation.
- Organize internal events, retreats, and staff engagements.
- Track and report administrative expenditures to support budgeting.

## **How to Apply**

To apply, send your resume and motivation for applying to a one-page cover letter outlining your interest and relevant experience to [hello@hopebehindbarsafrica.org](mailto:hello@hopebehindbarsafrica.org) with the subject line: **Application – Operations Lead.**