ALIMAT
CARE FOUNDATION

About Alimat Care Foundation

Alimat Care Foundation (ACF) is a youth-led, women's-rights organisation advancing the rights, safety, and leadership of girls and young women in Nigeria. Established in 2020 and formally registered with the Corporate Affairs Commission in 2022, ACF operates in underserved and crisis-affected communities where gender inequality, conflict, climate risks, and poverty intersect.

ACF implements locally led, evidence-based programmes that expand access to quality education, prevent gender-based violence, strengthen sexual and reproductive health and rights (SRHR), build climate-resilient livelihoods, and promote economic empowerment. Guided by Accountability to Affected Populations (AAP) and Gender Equality and Social Inclusion (GESI) principles, the organisation ensures girls and communities drive and shape programme decisions.

We work in close partnership with community structures, civil society networks, and government institutions to shift harmful norms, strengthen systems, and amplify girls' voices in decision-making spaces.

Our Mission is to advance the rights, safety, and leadership of girls and young women by expanding access to education, health, protection, and economic opportunities, enabling them to shape decisions, transform norms, and drive lasting change in their communities.

We envision a just, inclusive society where girls and young women are safe, educated, economically empowered, and actively leading social, economic, and policy change.

Overview of Internship Openings

Alimat Care Foundation is currently seeking enthusiastic, dedicated, and proactive interns to join our team in Yola, Adamawa State. We are hiring for two distinct internship roles: **HR & Admin Intern** and **Business Development Intern**. Both positions offer hands-on experience, professional mentorship, and meaningful exposure within the non-profit and development sector.

Position 1: HR & Admin Intern

Available Positions*:* 1
Duty Station*:* Yola, Adamawa State
Contract Type: Fixed Term
Job Type: Full-time On-site
Monthly Gross stipend: 50,000

Summary & Key Responsibilities:
The HR & Admin Intern will gain practical skills in organizational policy implementation, logistics management, personnel records maintenance, and general operations.

Human Resources Support:

- Assist with recruitment processes, including drafting job notices, organizing candidate shortlists, and scheduling interviews.
- Support employee onboarding and orientation processes for new staff and volunteers.
- Maintain accurate, structured, and confidential personnel files and staff databases.
- Help track leave requests, attendance records, and staff weekly meeting schedules.

Office & Administrative Support:

- Manage general office communications, manage incoming/outgoing correspondence, and direct inquiries.
- Maintain office stationery and supplies inventory, tracking usage and reorder needs.
- Assist with formatting organizational documents, reports, meeting minutes, and official templates.
- Ensure a clean, organized, and functional office environment.

Event & Logistics Support:

- Support logistical arrangements for workshops, staff meetings, trainings, and outreach events (booking venues, coordinating travel/accommodation, preparing participant packs).
- Assist with workshop registration, attendance tracking, and administrative support during training sessions.

Requirements & Qualifications:

- Education: Recent graduate or currently pursuing a B.Sc. or Higher National Diploma (HND) in Human Resource Management, Business Administration, Public Administration, Guidance and Counselling, or a related field.
- Skills: Basic knowledge of HR principles, **proficiency inuse of computer and basic applications like MS Office Suite & Google Workspace is a compulsory requirement.**.
- Attributes: High integrity, discretion, strong organizational skills, attention to detail, and a passion for community development.

Position 2: Business Development Intern

***Available Position**:* 1
***Duty Station**:* Yola, Adamawa State
Contract Type: Fixed Term
Job Type: Full-time On-site
Monthly Gross stipend: 50,000

Summary & Key Responsibilities:
The Business Development Intern will gain hands-on experience in resource mobilization,

partnership building, grant research, proposal writing, and strategic project planning.

Grant Research & Opportunity Tracking:

- Monitor grant portals, donor websites, and funding databases to identify relevant calls for proposals (CFPs), tenders, and partnerships.
- Track donor trends and funding priorities aligned with youth empowerment, gender inclusion, education, and community development.
- Maintain an updated grants and fundraising calendar/tracker.

Proposal Writing & Concept Note Development:

- Assist in drafting, editing, and formatting concept notes, project proposals, and expression of interest (EOI) documents.
- Help compile supporting documents, organizational credentials, and annexes required for grant submissions.
- Support the gathering of background data, statistics, and community context for proposal narratives.

Partnership & Stakeholder Engagement:

- Assist in mapping potential corporate partners, institutional donors, and civil society networks.
- Help draft outreach emails, introductory letters, and correspondence for prospective partners.
- Support coordination and note-taking during stakeholder meetings and networking sessions.

Requirements & Qualifications:

- Education: Recent graduate or currently pursuing a B.Sc. or HND in Business Administration, Economics, Project Management, Marketing, Mass Communication, Public Administration, or a related field.
- Skills: Strong writing, editing, and verbal communication skills in English (Hausa is an advantage); proficiency in MS Office & Google Workspace; basic understanding of project cycles or fundraising concepts.
- Attributes: High creativity, resourcefulness, strong research & analytical skills, meticulous attention to detail, and passion for non-profit work.

What We Offer (Both Positions)

- Practical, hands-on experience within the non-profit and development sector.
- Mentorship and professional development opportunities.
- A monthly stipend to cover local transportation/expenses.
- A collaborative, inclusive, and learning-oriented work culture.

ACF's Commitment to Gender Equality and Social Inclusion

Alimat Care Foundation is strongly committed to **Gender Equality and Social Inclusion (GESI)**. We encourage applications from **qualified women, young people, and individuals from marginalized or underrepresented groups**, **including persons with disabilities**.

Recruitment decisions are based solely on merit, competence, and alignment with ACF's values.

Application Guidelines

Interested and qualified candidates should submit:

- A **cover letter** clearly stating the position applied for and suitability for the role.
- A **detailed Curriculum Vitae (CV)** with details of related work experience in chronological order and at least two professional referees. Details of referees **MUST** include full name, organization, contact number, email address, and relationship with referee.

1. **Applications should be sent via email to the email below with the job title as the subject of the email;** recruitment@alimatfoundation.ngo

Application Deadline

All applications must be submitted **on or before 31st October, 2026.**
Late applications will not be considered.

Commitment to Transparent and Ethical Recruitment

ACF is committed to a **transparent, fair, and ethical recruitment process**. All applications will be treated with strict confidentiality. Only shortlisted candidates will be contacted. ACF does not charge any fee at any stage of the recruitment process and does not engage third parties for recruitment.