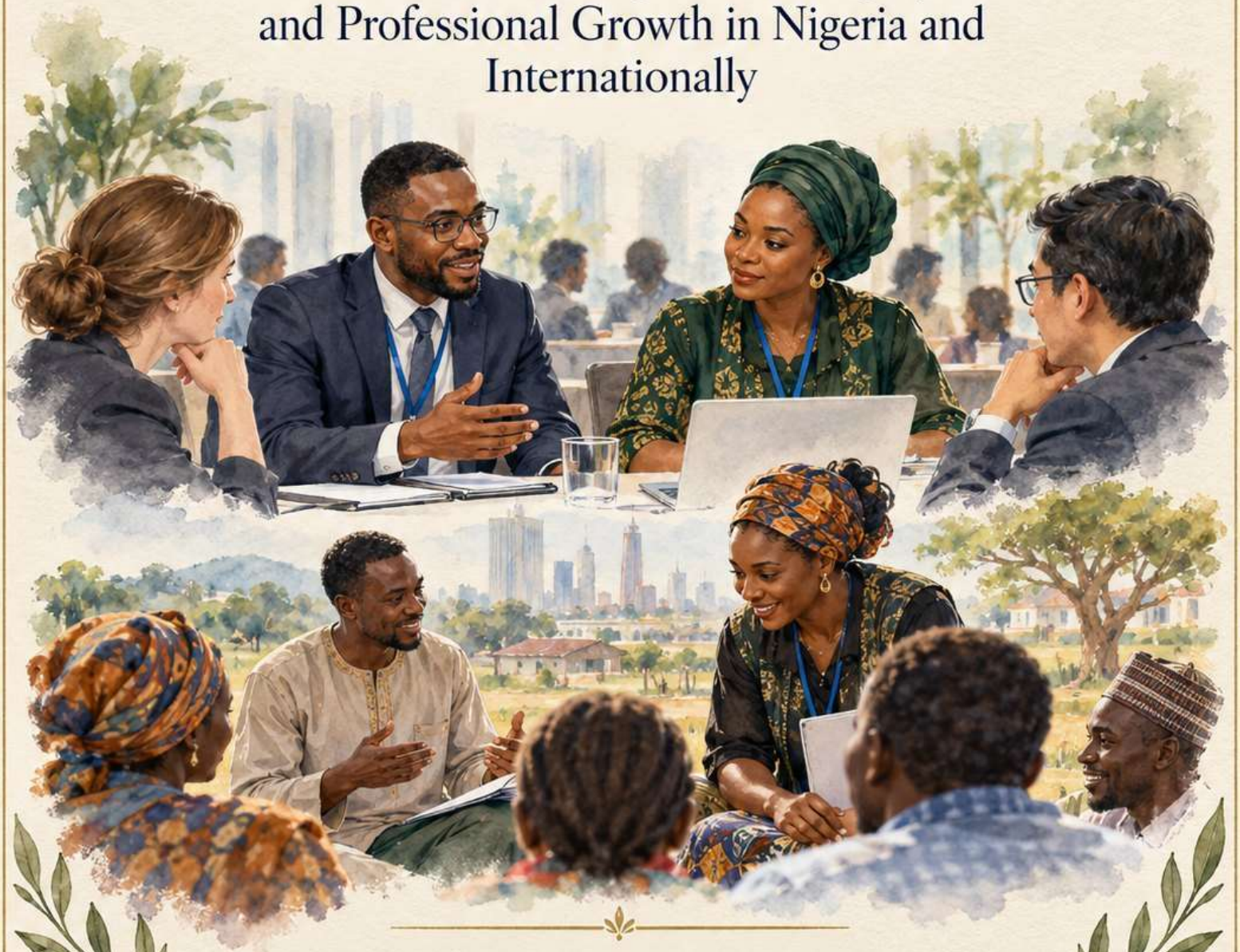
Building Your Career in Peacebuilding and Conflict Resolution

A Practical Guide to Experience Employment and Professional Growth in Nigeria and Internationally



Korede Olafimihan

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How to use this book

Choose a useful professional contribution, build evidence of it and apply where you meet the requirements. This book helps learners, volunteers and working professionals plan that process in Nigeria and towards international opportunities. It covers entry, paid work, progression and independent services. It does not promise employment, promotion, funding, immigration permission or professional recognition.

Each chapter combines practical guidance with an example, activity and worksheet. Work through the chapters in order or start with the decision you face. Use the four fictional career journeys to test your assumptions. Finish with the planning tools and verify all opportunity details directly before applying.

Scope and sources

Prepared 23 October 2026. Organisation descriptions and selected service rules are linked to official sources. All career cases, application samples and planning methods are editorial learning material, not verified success stories or official recruitment instructions. Opportunity pages can change. The directory is a research starting point, not a list of live vacancies. Consult current employer requirements and qualified advisers for legal, tax, immigration or regulated practice questions.

Illustrations

Original AI generated watercolor and ink illustrations use Diplomatic Heritage Mode. They depict fictional adults and professional settings. Images do not show actual staff, institutional endorsement or the author’s portrait. No course or title described here confers diplomatic authority.

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Choosing a peacebuilding career direction



Peacebuilding careers develop through useful work that helps people manage conflict and strengthens fair, inclusive institutions. The work can involve dialogue, research, programme delivery, communication or the systems that support them. You do not need to begin as a mediator. Start by choosing a function you can learn and perform responsibly, then identify the organisations and communities that need it.

Understand the work before choosing a title

A programme assistant may arrange meetings, track commitments and prepare reports. A conflict analyst may compare sources and explain uncertainty. A community engagement officer may organise safe consultations and maintain feedback channels. Finance, logistics and technology staff also contribute. Titles vary, so read responsibilities and selection criteria rather than assuming every peace officer has the same duties.

The Nigerian environment

Nigeria's Institute for Peace and Conflict Resolution describes research, policy advice and conflict prevention and management within its work [1]. Search for Common Ground's Nigeria programme includes early warning, media and conflict research [2]. These examples show the field's breadth. They are organisations to understand, not promises of jobs or placements. Local associations and public institutions also have distinct mandates and recruitment processes.

Choose a function and a theme

Combine a function with an issue you want to understand: programme support in youth inclusion, research on local conflict dynamics, or communication for community dialogue. Begin with one combination. A focused choice makes it easier to identify a skill gap and produce a relevant sample. Keep your focus open to change as you learn; it is a working direction, not a permanent identity.

Distinguish related forms of work

Peacebuilding, humanitarian assistance and development can overlap, but they have different purposes and responsibilities. Mediation needs suitable training, consent and process safeguards. Government diplomacy and international peacekeeping have separate appointment or deployment routes. A private course certificate does not create public authority, diplomatic immunity, access to UN premises or entitlement to represent an institution.

Your first career decision

Fictional example: Ada has an administration background and wants an international peacebuilding job. She applies only to senior mediation roles because their titles sound important. Her applications give little evidence of relevant responsibilities.

A more workable approach

Ada selects programme support as her starting function. She studies actual requirements, prepares a meeting plan and seeks supervised experience maintaining action records. Her administration skills are useful, but she still needs to learn conflict sensitivity and safeguarding. She can later assess whether facilitation suits her. Progress starts with a credible contribution rather than an impressive label.

Activity

Collect three genuine role descriptions from official employer sources. Compare the daily tasks, essential criteria, location restrictions and evidence requested. Identify one function appearing in more than one description. Do not assume that an archived advertisement is still open.

Worksheet 1 Career direction

The function I want to explore: _____

The issue or population I want to understand: _____

A relevant responsibility I already have experience with: _____

One important skill gap: _____

A realistic next role or assignment to investigate: _____

Reflection

Describe the work you want to do without using the words ambassador, expert or international. Can someone tell what you would contribute?

Assessing your starting point



Your starting point includes employment, community service, education, language ability and practical constraints. Experience outside a peacebuilding organisation can be relevant when you explain the actual task and its limits. It does not automatically become conflict resolution experience because people were involved. Look for evidence of listening, organising, analysis, fair decisions or dependable follow-through.

Translate experience accurately

A teacher might have coordinated parent discussions and maintained student support records. An officer may have experience explaining procedures and receiving complaints within authorised duties. A healthcare worker may understand referral and confidentiality. An administrator may manage schedules and documents. Identify what you personally did, who supervised it and what evidence exists. Keep regulated duties within their proper professional scope.

Test your skill claims

For each claim, write one example and ask a reviewer what it demonstrates. Attending a workshop is evidence of participation; it may not demonstrate independent facilitation. Helping with a project does not mean you led it. A useful self-assessment distinguishes skills you have observed, skills you have practised with support and skills you can demonstrate consistently.

Plan around your actual circumstances

Consider time, income, caring responsibilities, disability access, transport, connectivity and permission requirements from an existing employer. Set a sustainable weekly commitment. Unpaid work that threatens essential household needs is not the only way to enter the field. A small paid adjacent role or a bounded remote assignment may be more realistic than an expensive move or indefinite volunteering.

Ask for specific feedback

Choose someone familiar with your work and ask about a particular behaviour: whether your report separated facts from assumptions, for example. Invite correction and record the change you make. General praise is pleasant but gives little guidance. A reviewer who has observed a task can later provide a more credible reference than a well-known person who barely knows you.

Turning a familiar task into evidence

Fictional example: Tunde describes himself as a skilled mediator because colleagues often ask his advice. When asked for examples, he cannot explain any structured process or outcome. He does have documented experience organising meetings during a workplace change.

Model reasoning

Tunde should present coordination and communication as established strengths. He can describe how he gathered questions, produced an accurate summary and tracked agreed actions. He should seek supervised mediation learning rather than claim independent competence. This protects his credibility while giving a potential employer useful evidence of what he can already do.

Activity

List ten tasks you have carried out. For each, write the skill used and a record or person that can verify it. Select the three most relevant to your target function. Do not publish confidential records to prove a claim.

Worksheet 2 Starting point

Target function: _____

Task I performed and my exact responsibility: _____

Skill demonstrated and evidence available: _____

Feedback or supervision received: _____

Time and resources I can sustainably commit each week: _____

One boundary or constraint to plan around: _____

Reflection

Which statement in your current profile is hardest to substantiate? Rewrite it at the level your evidence supports.

Turning training into practical competence



A course can introduce concepts and help you practise. Career progress also requires evidence that you can use learning appropriately. Record the exact course title, provider, date and assessment, if any. Distinguish attendance, assessed training, an academic qualification and professional accreditation. They are different claims, and employers decide what meets their requirements.

Build a learning cycle

Choose one skill, study a reliable explanation, practise in a low-risk setting and obtain feedback. Repeat with a more demanding task when your supervisor agrees you are ready. For example, move from observing a meeting to preparing questions, then co-facilitating a short segment under supervision. Do not jump from a brief course to independently handling high-risk disputes.

Select learning for a specific gap

Use role descriptions to identify recurring needs. Report writing, basic spreadsheets, project planning, safeguarding and conflict analysis may be more immediately useful than another broad introductory certificate. UNITAR provides online peace and security learning [3]. Check the actual course's content, assessment, accessibility and cost; a provider's name alone does not establish fit or a recruitment advantage.

Check a provider before paying

Ask who teaches, what is assessed, how feedback works and what the credential actually certifies. Verify accreditation claims directly with the relevant awarding or regulatory body. Distinguish a training provider's own certificate from a qualification awarded by another institution. A paid course cannot guarantee employment, a diplomatic appointment or selection by an international organisation.

Choose further study deliberately

A degree may be required for a particular post or may deepen research skills. It is not automatically the best next expense. Compare entry requirements, recognition, total costs, time and the opportunities it actually enables. Discuss the decision with practitioners doing your target work. Do not take on an unaffordable course merely because you feel behind other learners.

A decision about the next certificate

Fictional example: Mariam has completed two introductory peacebuilding courses. A programme support advertisement asks for accurate reporting and spreadsheet skills. She considers buying another general course rather than practising those tasks.

Model reasoning

Mariam should first build the missing practical evidence. She can prepare a fictional activity report and simple action tracker, obtain feedback and correct errors. If she takes another course, it should address an identified need with a useful assessment. Her existing training can appear honestly in her CV without being presented as a licence to practise mediation.

Activity

Select one concept from your latest course. Design a practice task that would make your understanding visible. Identify who can review it and what a satisfactory result would look like. Label simulated work clearly.

Worksheet 3 Learning and practice plan

Skill gap linked to a real role requirement: _____

Learning resource and why it fits: _____

Practice task within my competence: _____

Reviewer and feedback date: _____

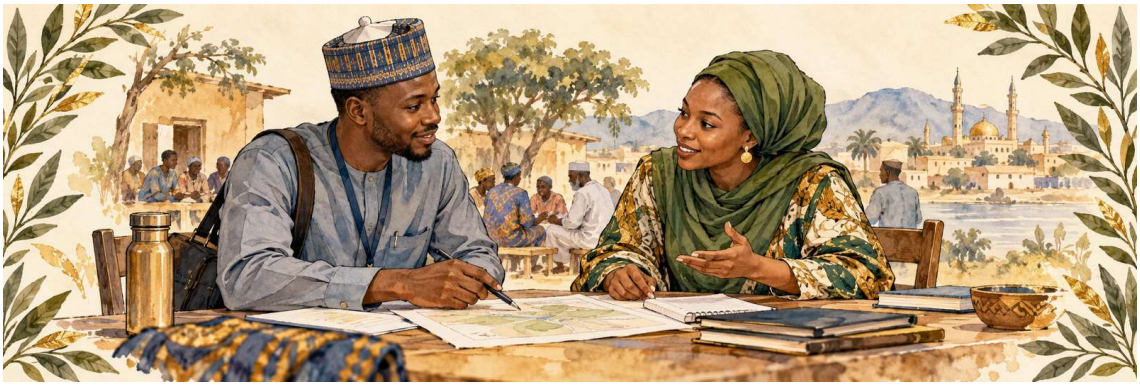
Revision I will make after feedback: _____

Evidence I can retain with permission: _____

Reflection

What will your next learning activity allow you to do better, and how will someone else be able to tell?

Gaining experience in Nigeria



Useful experience begins with an organisation's real needs and a manageable responsibility. Research what a potential host does, where it works and how it accepts applications. Read public reports before contacting it. Do not assume that every NGO accepts volunteers or that an introduction guarantees a placement. International Alert, for example, directs applicants to advertised opportunities and states that it does not accept speculative applications [4].

Find a suitable host

Look for credible local civil society organisations, research teams, community programmes and relevant institutional projects. Verify identity through independent public information and official contact routes. Ask about supervision, safeguarding, complaints, expenses and the work expected. A registration document or attractive website alone does not establish that an assignment is safe or well managed.

Offer a bounded contribution

An achievable proposal could involve organising public resources, supporting event logistics or drafting a supervised meeting summary. Avoid volunteering to interview survivors, investigate threats or mediate serious disputes without the required competence and safeguards. Present a task and a realistic time commitment instead of asking an organisation to invent a role for you.

Agree the arrangement in writing

Clarify the task, supervisor, location, hours, duration, expenses, confidentiality, ownership of outputs and how either party can end the arrangement. Ask what record of your contribution can be provided. A volunteer acknowledgement is not the same as an employment contract or promise of a paid position. Seek appropriate advice if the duties or terms are unclear.

Review the value of the assignment

Keep a simple private log of tasks, feedback and learning. Discuss progress at the agreed review point. If the work provides no supervision, requires unsafe conduct or becomes financially unsustainable, raise the concern and consider ending it responsibly. You do not have to accept exploitation to prove commitment. Obtain permission before retaining or publishing any material.

A practical approach message

Fictional example: A graduate identifies a local organisation that explicitly welcomes volunteer enquiries. Its public reports show a need for clearer event documentation. She can offer two hours weekly for six weeks.

Example enquiry

Hello, my name is [name]. I have experience in [accurate task] and am developing skills in programme support. I read your report on [specific public project]. If useful, I could help organise approved public resources or draft supervised event summaries for two hours a week over six weeks. Please let me know whether you accept this type of support and what application and safeguarding process applies. I understand that an enquiry does not create a placement.

Activity

Adapt the message for one verified organisation that permits such enquiries. Do not send identical requests to organisations that require advertised applications. Attach only requested information.

Worksheet 4 Experience agreement

Host and official contact verified: _____

Task and boundaries: _____

Supervisor and review date: _____

Hours duration expenses and access arrangements: _____

Confidentiality and permission to retain evidence: _____

How the arrangement can end: _____

Reflection

What would make you decline an assignment even if its title sounded impressive?

Building a credible professional portfolio



A portfolio makes your contribution visible. It can contain a short work summary, selected outputs, feedback and a reflection on what you learned. The aim is to help a reviewer assess your work, not to display the largest collection of certificates. Select material that matches your target role and that you are authorised to share.

Choose samples that demonstrate a task

A programme applicant might include a meeting agenda, action tracker and concise activity report. A research applicant might prepare a short public-source brief with citations and uncertainty stated. A communications applicant could show an accessible awareness message and explain its intended audience. A fictional project plan is useful when clearly labelled as simulated work rather than a delivered project.

Explain your exact role

Give each item a short note: context, your responsibility, the work performed, the review received and what the item demonstrates. Credit collaborators. State whether you drafted, assisted, co-facilitated or led. If a supervisor substantially revised a report, explain that rather than presenting it as entirely independent work. Consistent accuracy strengthens the whole portfolio.

Protect people and organisations

Removing names may not remove identifiability. A village, role, incident date or photograph can reveal someone. Use fictional data for public demonstrations and retain real organisational materials only with explicit permission and appropriate safeguards. Consent from one participant does not automatically authorise sharing other people's information. Respect copyright and any employment or volunteer agreement.

Maintain a small current collection

Keep three strong samples ready, with a simple contents page and contact details. Test links and files, use readable filenames and remove hidden comments or revision history containing sensitive material. Store working files securely and keep a backup. Adapt the selection for each application rather than sharing a whole folder indiscriminately.

Improving a weak portfolio

Fictional example: Ibrahim's portfolio contains twelve certificates and photographs of conference attendance. He wants a monitoring role, but nothing demonstrates data checking or reporting. He has never worked on the projects pictured behind him.

Model reasoning

He should retain relevant certificates as supporting material and remove any implication that attendance meant project responsibility. He can create a clearly fictional attendance dataset, show how he checks inconsistencies and write a one-page interpretation with limitations. A reviewer can then assess his approach. The simulation must not be described as an employer assignment or evidence of real community impact.

Activity

Create one simulated sample for your target role. Add a note identifying its fictional nature, the task, tools used, limitations and feedback received. Ask a practitioner whether it helps them assess a relevant skill.

Worksheet 5 Portfolio item record

Item title and real or simulated status: _____

Skill and target role it demonstrates: _____

My exact contribution and collaborator credit: _____

Permission and confidentiality check: _____

Feedback and revision made: _____

What I would explain if asked about its limitations: _____

Reflection

Which is stronger evidence of a skill: an impressive event photograph or a modest work sample you can explain in detail? Give your reason.

Developing skills for greater responsibility



Career advancement requires dependable performance across tasks as well as depth in a chosen function. Build a core of clear writing, conflict sensitivity, inclusive communication and ethical judgment. Then strengthen a specialist area such as monitoring, facilitation or research. Do not try to master every function at once; choose what your next responsibility actually requires.

Understand conflict before designing an activity

Ask who is affected, what grievances exist, which accounts are contested and how your proposed activity could alter relationships. Consult more than visible leaders. Consider language, disability, gender, age and the risks of participation. A well-attended event can still exclude people or reinforce unfair power. Document uncertainty and seek experienced advice when the situation exceeds your competence.

Learn programme and budget basics

Understand objectives, activities, responsibilities, timelines and dependencies. Distinguish an activity, such as a dialogue session, from an intended outcome, such as improved cooperation. Track spending through authorised systems and keep records. Do not invent impact figures or promise funding. Ask a programme or finance colleague to review a fictional plan before you use it to demonstrate competence.

Use evidence and feedback responsibly

MEAL means monitoring, evaluation, accountability and learning. Ask what information is needed, whether it can be collected safely and how it will inform decisions. Counts of meetings or participants describe delivery, not proof of lasting peace. A report should state limitations and explain what changed after feedback. Use only data you are authorised to handle.

Develop facilitation gradually

Prepare a clear purpose, suitable participation arrangements and a process for managing interruptions. Practise neutral summaries and questions that invite different views. Learn when a joint process is inappropriate, especially where coercion or safeguarding concerns are present. In high-risk cases, support a qualified lead or refer the matter rather than practising on people who may be harmed.

A skill that makes a difference

Fictional example: A community project records that 60 people attended two meetings. A team member proposes reporting that the meetings ended local conflict. No follow-up has been conducted.

Model reasoning

The attendance count can be reported as an output if accurate and authorised. The wider claim is unsupported. The team should explain the activity's purpose, describe feedback cautiously and plan a safe proportionate follow-up. A strong officer protects credibility by distinguishing what the evidence shows from what the team hopes to achieve.

Activity

Write a fictional project objective, one activity, one output and a possible outcome indicator. Explain one limitation of the indicator and how participant feedback would improve the project.

Worksheet 6 Skill development priorities

Responsibility I want to take on: _____

Technical skill needed: _____

Communication or ethical judgment needed: _____

Practice opportunity and supervision: _____

Work sample or observation demonstrating progress: _____

One risk or limitation I need help managing: _____

Reflection

What useful decision could a manager make from your report? If you cannot answer, identify what the report needs to explain better.

Moving into paid roles



A paid role is a match between an organisation's needs and evidence that you meet its criteria. Treat job searching as a focused process rather than a test of personal worth. Some posts are funded for a limited period or restricted to particular locations or applicants. A rejection can reflect competition or eligibility; it does not establish that your learning has no value.

Search by function

Try terms such as programme assistant, project officer, community engagement, research assistant, monitoring and evaluation, grants support or communications. These are illustrative search terms, not guaranteed vacancies or standard career grades. Read responsibilities before applying. Work in an international organisation's Nigerian office may be a national role with local eligibility requirements rather than an international appointment.

Separate essential and desirable criteria

Record each essential requirement and your evidence. A required qualification, language, experience period or work authorisation may be a genuine eligibility barrier. Do not assume confidence compensates for it. Where a criterion is unclear, use an official clarification route if offered. You may be competitive without every desirable attribute, but explain strengths truthfully rather than conceal an essential gap.

Check employment terms

Read location, travel, duration, reporting line and contract category. Ask about remuneration, benefits, working arrangements, safeguarding, expenses and any field requirements at the appropriate stage. Budget around a written offer and confirmed terms, not an interview invitation. Do not resign or move because someone promises that a vacancy is practically yours.

Verify the source

Use official employer pages as the final reference. WANEP publishes vacancies through its own website [5]. UN Careers and UNDP warn that recruitment is not fee-based [6, 7]. A social media post may help discovery, but independently verify the employer, vacancy, deadline and application route. Do not pay an intermediary for guaranteed selection or share account credentials.

A vacancy comparison

Fictional example: Ngozi sees two posts. One requires a qualification she does not hold and five years in a specialist role. Another asks for coordination experience she can demonstrate, strong writing and local availability. Neither advert promises training to replace essential criteria.

Model reasoning

She should prioritise the second post if she meets its stated requirements. She can retain the first as a development reference, identifying the missing qualification and specialist experience. Applying indiscriminately to senior posts consumes time that could improve relevant applications. Her plan should include both immediate targets and longer-term growth.

Activity

Use an official vacancy to create a requirement-to-evidence comparison. Decide whether to apply now, seek clarification or defer. Write the reason in one sentence.

Worksheet 7 Application decision

Employer vacancy reference and official link: _____

Closing date time zone location and eligibility: _____

Essential criteria and my evidence: _____

Important gaps or uncertainty: _____

Decision and next action: _____

Date I verified the application route: _____

Reflection

How would you recognise a role that sounds international but is not open to applicants who need sponsorship or relocation support?

Writing applications that demonstrate your contribution



An application should help a reviewer connect your experience to the advertised work. Use precise examples and the format requested. Some employers require a detailed online form rather than a conventional CV. Complete required fields, answer screening questions accurately and follow word limits. A polished document cannot compensate for missing essential information or an unsupported claim.

Build a clear CV

Use a readable structure with a short relevant profile, employment and service history, qualifications, selected training and useful skills. Show dates and distinguish paid, volunteer and simulated work. Explain your responsibilities with concrete verbs. Avoid a long list of personal qualities that has no supporting evidence. Include sensitive personal details only when legitimately required through a verified application process.

Write evidence rather than slogans

A fictional weak statement is 'Passionate peace ambassador who transformed communities.' A stronger statement is 'Supported three community dialogue sessions by preparing attendance records, drafting action notes and following up agreed tasks under the programme officer's supervision.' Use numbers only when accurate and verifiable. Explain outcomes carefully and credit the team. Do not turn attendance into leadership or a learning exercise into employment.

Tailor the cover letter

Connect the employer's need with two relevant examples. Explain why the particular role fits your direction, using public information you have actually read. State an important limitation honestly when necessary. Avoid copying an organisation's mission as though it were your achievement. Keep the letter focused and follow any required length or question format.

Review tools and confidentiality

Writing tools can help structure an application, but you must verify every claim. Do not upload confidential reports, references or personal information about other people to an unapproved service. A generated example can suggest wording; it cannot supply experience you did not have. Read the final version aloud and make sure you can explain every sentence in an interview.

A worked application paragraph

Fictional role: programme assistant supporting community engagement. Fictional applicant: an administrator with supervised volunteer experience. The paragraph below is an example to adapt only where the facts are true.

Example paragraph

I am applying for the programme assistant role because it combines coordination, accurate documentation and community-facing work. In my volunteer assignment with a local association, I prepared meeting materials and drafted action notes for three sessions under a coordinator's supervision. I checked names and commitments with the lead before circulation. My administration work has also involved scheduling and maintaining organised records. I would bring these skills while continuing to develop my knowledge of conflict-sensitive programme delivery.

Activity

Select two essential criteria from a genuine vacancy. Write one evidence paragraph for each. Ask a reviewer to underline any claim that lacks a concrete example. Correct the claim rather than merely replacing it with more persuasive language.

Worksheet 8 Application evidence

Criterion in the employer's words: _____

My relevant example and exact role: _____

Action I personally took: _____

Result limitation and evidence: _____

Sentence I will use in the application: _____

Accuracy and confidentiality reviewer: _____

Reflection

If a reviewer telephoned your supervisor, would the supervisor recognise the contribution described in your CV?

Preparing for interviews and practical assessments



An interview tests how you explain your experience and approach a responsibility. Preparation involves understanding the role, selecting truthful examples and practising clear answers. You do not need a story of dramatic success for every question. A modest example with sound judgment and honest reflection can show more than a heroic account that cannot be substantiated.

Structure an experience answer

Describe the situation, your responsibility, the action you took and the result. Add a lesson where useful. This common structure is a preparation tool, not a rule that every employer uses. Keep context brief enough to explain your decisions. Separate your actions from the team's work and acknowledge when a supervisor made the final decision.

Answer a scenario carefully

Clarify what is known and what remains uncertain. Identify immediate safety, safeguarding or confidentiality concerns. Explain what is within your role, who needs consultation and what you would document. Avoid announcing a settlement before assessing consent and risk. You can state that you would seek appropriate specialist support without pretending to know an employer's internal procedure.

Prepare for work samples

An assessment might involve writing, analysis or planning, depending on the post. Follow the instructions, use sources appropriately and check your work. State assumptions. Do not insert confidential material from a previous employer or use prohibited assistance. If an exercise asks for substantial usable consultancy work before selection, seek clarification about scope, ownership and whether it is a paid assignment.

Prepare questions for the employer

Ask about responsibilities, supervision, performance expectations, contract arrangements and how community feedback affects decisions. Ask for an access adjustment in good time where needed. Verify interview invitations through official channels if anything seems unusual. Do not send money for an interview or provide banking access credentials to a recruiter.

A worked competency answer

Question: Tell us about a time you managed disagreement while supporting a team. Fictional answer: Two volunteers disagreed about event timing, and I was responsible for preparing the draft schedule. I asked each to explain the practical constraint and summarised both concerns. I gave the coordinator two timetable options and their effects on attendance. The coordinator approved one after checking venue availability. I updated the schedule and confirmed it with the team. We met the planning deadline. I learned to separate a preference from a constraint before proposing an option.

Why the answer works

It identifies the applicant's responsibility, a specific action and a limited result. It does not claim that organising a timetable resolved a community conflict. The lesson also explains what the applicant would repeat or improve.

Activity

Prepare four truthful examples covering teamwork, an ethical concern, a mistake and a task completed under pressure. Rehearse with follow-up questions. If you do not have an example, say so and explain relevant learning rather than invent one.

Worksheet 9 Interview preparation

Competency and example selected: _____

Situation and my responsibility: _____

Action and reasoning: _____

Result and limitation: _____

What I learned or would change: _____

Question I need to ask the employer: _____

Reflection

How would you answer if an interviewer asked what went wrong in an example you initially described as successful?

Progressing within an organisation



Advancement often means taking responsibility for work that other people can rely on. Before seeking a larger title, understand how your present role is assessed and what the next role requires. Progress can involve deeper expertise, better judgment or responsibility for a process, not only managing staff. Discuss expectations with your manager rather than assuming that doing more tasks automatically leads to promotion.

Make dependable performance visible

Agree priorities, deadlines and the standard expected. Raise problems early, keep accurate records and explain delays with a practical recovery proposal. Complete agreed work before repeatedly adding new commitments. Track examples of decisions, improvements and feedback in a private achievement log. Retain only material allowed by policy and avoid taking credit for others' contributions.

Ask for a defined development task

A useful stretch assignment has a clear scope, support and review date. It might involve coordinating one activity under supervision, improving an action tracker or presenting a short analysis. Ask what you are authorised to decide and when to escalate. Higher responsibility without support or authority can create risk for both you and participants.

Prepare a promotion conversation

Compare evidence with the next role's criteria. Explain two or three examples of readiness and identify remaining gaps. Ask whether there is a vacancy, budget and formal selection process. A manager's positive feedback is not a guarantee that a post will be created. If promotion is unavailable, discuss useful learning or consider external opportunities without neglecting current responsibilities.

Lead people respectfully

When you supervise others, make expectations clear and give specific feedback privately. Encourage reporting of mistakes and safeguarding concerns. Address conflict without retaliation and protect fair access to development tasks. Good leadership includes budgeting, supervision and accountability, not merely speaking confidently at events. Seek training before accepting responsibilities beyond your current competence.

A request for greater responsibility

Fictional example: A programme assistant wants to become an officer. She has delivered accurate reports but has not yet coordinated an activity. Her manager agrees that coordination is a development need, although no promotion is currently funded.

Model conversation

I would like to work towards programme officer responsibilities. My recent reports and follow-up records show progress in documentation. I still need supervised experience coordinating an activity and reviewing a budget. Could we agree one suitable assignment, the decisions I can make, support available and a review date? I understand that completing it does not guarantee promotion, but I would value feedback against the role's requirements.

Activity

Create a short achievement log using two examples. For each, record the responsibility, evidence, feedback and next improvement. Include a limitation rather than presenting every task as a complete success.

Worksheet 10 Development discussion

Next responsibility and its actual criteria: _____

Evidence of my present readiness: _____

Gap requiring supervised practice: _____

Assignment support authority and review date: _____

Formal promotion process or alternative development route: _____

Question for my manager: _____

Reflection

What would you do if you received more duties but no clarity about authority, workload or support?

Preparing for international opportunities



International progress can begin while you remain in Nigeria. Work for a locally based programme, a regional partnership or an eligible remote assignment can develop relevant evidence. Travel is not the only measure of career growth. An international employer may recruit both national and international personnel under different conditions, so read the exact advertisement before assuming that a role provides relocation.

Check eligibility before investing effort

Review citizenship, residence, work authorisation, qualification, experience, language and location requirements. For remote posts, confirm where the employer can engage workers and whether travel is required. Do not assume that remote means open worldwide. A selection process and immigration permission are separate matters. Use official country and employer guidance for a specific offer rather than relying on this book for visa advice.

Understand different routes

UN Careers, UNDP, UNV, the African Union and ECOWAS have separate systems and conditions [6–10]. Consultancies, staff posts, volunteering and fellowships are different arrangements. UNV's online assignments are unpaid and do not create a UN employment relationship [8]. Check the current assignment description and terms. A place in a roster or talent pool does not guarantee an assignment.

Build evidence that travels well

Explain local experience so someone unfamiliar with your context can understand the responsibility and result. Give essential context without exposing people. Develop clear professional English and any other language required by target roles. Regional knowledge and local languages can be valuable, but do not describe yourself as fluent unless you can work at that level. Practise writing and teamwork across different professional styles.

Choose fellowships carefully

Rotary Peace Fellowships target experienced peace and development practitioners, with different requirements for the master's and certificate routes [11]. Read the full current eligibility rules, funding terms and timetable. An introductory certificate alone does not establish eligibility. Further learning can deepen a career, but a fellowship is not a guaranteed route to an international job or residence.

An overseas title versus a relevant step

Fictional example: A Nigerian project assistant receives an advertisement for a senior overseas mediation post requiring experience she lacks. She also finds a national programme role with a regional organisation that matches her documented coordination skills.

Model reasoning

She should assess both on eligibility and responsibilities. The national role may develop stronger evidence without being a lesser contribution. She can use the senior post's criteria for a longer-term plan. She should not spend money on travel or an intermediary's promise to bypass selection. International advancement is a sequence of credible steps, not a single prestigious application.

Activity

Compare one national role, one international role and one remote assignment. Identify the contract type, who may apply, actual work location, language requirements and what support is explicitly stated. Leave unknowns marked as unknown.

Worksheet 11 International readiness

Target route and official source: _____

Eligibility I meet and evidence: _____

Requirement I do not yet meet: _____

Location work authorisation and language checks: _____

Contract funding and family implications requiring confirmation: _____

Next practical step from Nigeria: _____

Reflection

How would you explain the difference between working with an international organisation and holding diplomatic status?

Consulting and independent work



Independent work begins with a service that a client needs and that you can deliver competently. Possible services include approved training support, public-source research, editing, programme documentation or evaluation assistance within your expertise. The label consultant does not establish competence. Start with a defined deliverable and evidence that you can complete it, rather than promising to resolve complex conflicts alone.

Define a narrow service

Specify the client problem, intended users, deliverable, timeframe and limits. For example, you might organise authorised public materials and produce an annotated resource brief. Explain what information the client provides and who approves the output. Sensitive mediation, protection work and specialised evaluations may require qualifications, experience and safeguards that a beginner does not have.

Prepare a clear proposal

Describe the understanding of the task, approach, deliverables, schedule, relevant evidence and cost assumptions. State exclusions and dependencies. Follow procurement instructions and disclose conflicts of interest. Do not offer a payment or gift to influence selection. A client should be able to compare your proposal with the actual requirement rather than a generic claim to handle every development problem.

Agree terms before starting

Seek written agreement on scope, acceptance criteria, revisions, fees, payment timing, expenses, confidentiality, ownership and ending the assignment. Clarify tax and regulatory obligations with qualified Nigerian advisers and, where relevant, cross-border specialists. This guide provides no tax rates or model legal contract. Do not assume that a verbal promise or attractive international letterhead secures payment.

Protect your time and finances

Cost your labour, communication, accessibility, travel and other approved inputs. Separate reimbursable expenses from your fee. Check who bears currency conversion or payment charges. Agree changes before additional work begins. Avoid spending household essentials to fund an unverified project. A small reliable assignment can be better evidence than a large unpaid commitment with unclear terms.

A modest service offer

Fictional example: A small NGO needs a facilitator's approved notes turned into a clear workshop report. A beginner has writing samples and editing experience but has not led the workshop. The client asks for a draft within one week.

Model scope

The consultant will prepare one report from materials supplied and authorised by the client. The client will check factual accuracy and approve any participant information. The assignment includes one agreed revision and excludes new interviews, impact evaluation and claims that the consultant facilitated the event. Fees, payment dates, ownership and confidentiality must be settled in the actual agreement before work begins.

Activity

Draft a one-page service description. Ask whether a potential client can tell what they receive, what is excluded and how satisfactory work will be assessed. Get suitable advice before converting it into a contract.

Worksheet 12 Service definition

Client need and intended audience: _____

Deliverable acceptance criteria and deadline: _____

My relevant evidence and competence limits: _____

Client inputs approvals and dependencies: _____

Costs payment arrangements and advice needed: _____

Confidentiality ownership and conflict checks: _____

Reflection

Which sentence in your service offer could create an expectation you cannot responsibly meet?

Professional ethics and reputation



Your reputation depends on how you work when a shortcut is available. Honest reporting, respect for participants and willingness to acknowledge limits help colleagues trust your judgment. A title cannot compensate for misrepresentation or unsafe practice. Treat confidentiality, safeguarding, conflicts of interest and accountability as everyday responsibilities, not a final section in a proposal.

Use titles and affiliations accurately

Describe the credential you actually received and the role you actually hold. Do not imply that training made you a government diplomat, UN representative or authorised investigator. Use an organisation's name or logo only with appropriate permission. Membership, attendance and volunteer service have distinct meanings. Check a credential provider's claims independently before repeating them in your own profile.

Protect participants and colleagues

Collect and share only information needed for a legitimate authorised purpose. Explain consent and its limits. Avoid public stories that expose someone to stigma or retaliation, even when they appear to help your career. Do not take confidential material to a new employer or publish a case because names were removed. Consult safeguarding and data leads when uncertain.

Disclose conflicts and respect boundaries

A family, financial, political or community relationship can affect how others view your role. Disclose a relevant conflict through the proper channel and seek guidance. Do not promise absolute neutrality while hiding an interest. Do not accept tasks requiring authority you lack. Where abuse, coercion or serious danger is alleged, refer appropriately rather than pressure people into a joint settlement to claim success.

Build relationships through useful conduct

Ask a practitioner a specific question after reading their public work. Request a short conversation, respect a refusal and do not repeatedly seek favours. A mentor can give perspective, but should not be expected to secure a job. Maintain relationships with peers and local practitioners as well as senior people. Thank people for help without buying access or implying endorsement.

A tempting publicity request

Fictional example: A coordinator asks a volunteer to post a survivor's story and photograph as proof of the volunteer's peacebuilding impact. The person has not given appropriate consent, and the volunteer did not provide the specialist support described.

Model reasoning

The volunteer should raise the consent, safety and accuracy concerns through the appropriate process and avoid publishing the material. They can propose an authorised fictional learning example or aggregate description that does not expose anyone. They must not claim another professional's work. If pressured, they should seek safeguarding advice and consider whether continuing the assignment is appropriate.

Activity

Audit your public profile. Check titles, logos, claimed results, photographs and descriptions of affiliations. Correct anything that a reasonable reader could misunderstand, even if you did not intend to mislead.

Worksheet 13 Professional boundaries

Claim or activity I need to review: _____

Who could be affected by disclosure or misrepresentation: _____

Permission consent and conflict checks needed: _____

Advice or reporting channel: _____

Correction or safer alternative: _____

How I will record and follow up the concern: _____

Reflection

Would you make the same decision if refusing a shortcut meant losing an opportunity?

Creating your career development plan



A useful plan connects a target responsibility with evidence you can build within your circumstances. Choose a direction for the next ninety days and a broader aim for the next year. Break the work into small commitments with review dates. Treat the plan as something to test and revise, not a promise that employment or promotion will happen on schedule.

The first thirty days

Review your starting point, compare three genuine roles and choose one function. Identify the most important skill gap and agree a sustainable weekly time allowance. Update your CV accurately and start one small work sample. Research suitable organisations and their application rules. Do not use the first month to buy several courses without a clear purpose.

Days thirty one to sixty

Complete the sample, obtain feedback and revise it. Apply for a suitable bounded assignment or a paid role if you meet the requirements. Ask for a specific learning conversation where appropriate. Keep a simple record of applications and follow the employer's rules on contact. Review whether time and expenses remain sustainable before increasing your commitment.

Days sixty one to ninety

Finish an agreed task, review feedback and identify what your evidence now shows. Improve the application documents and apply selectively where there is a genuine fit. If progress is limited, ask what blocked it: eligibility, weak evidence, unclear focus or too few suitable opportunities. Change the plan based on that diagnosis rather than treating every rejection as a demand for another certificate.

Set a twelve month direction

A longer aim might involve becoming reliable in a programme function, completing necessary study or moving towards supervised facilitation. Specify the experience, review and resources needed. Include wellbeing and income needs. Promotion, funded study and international recruitment depend on external decisions, so separate actions you control from outcomes you hope for.

A realistic ninety day plan

Fictional example: A working parent can commit four hours weekly without harming paid work or family responsibilities. The target is programme support. The learner chooses a public-source brief and meeting tracker as practice evidence, with a local practitioner agreeing to review one sample.

Model reasoning

The learner uses two hours for practice, one for study and one for research or applications. They seek a bounded assignment only when the workload fits. The ninety day success measure is two revised samples and stronger evidence for suitable applications, not a guaranteed international appointment. If an assignment takes more time, the plan is renegotiated instead of relying on exhaustion.

Activity

Write your plan with a calendar and a realistic budget. Ask someone you trust to check the time commitments. Select one task to stop doing so that the new plan has space.

Worksheet 14 Ninety day commitments

Target function and reason: _____

Weekly time and affordable spending limit: _____

One skill and one sample to develop: _____

Experience or applications to pursue: _____

Reviewer and dates at thirty sixty and ninety days: _____

Evidence of progress I can control: _____

Reflection

At the end of ninety days, what would count as useful progress even if no employer has yet made an offer?

A graduate building programme support experience

This is a fictional learning journey, not a testimonial or an expected timeline. Chidinma has a social science degree and a short peacebuilding certificate. She has helped organise student events but has no employed NGO experience. She wants a useful first contribution while keeping a part-time income.

The starting decision

She compares actual assistant roles and notices repeated requirements for records, scheduling and report writing. She chooses programme support rather than applying to senior mediation posts. Her initial evidence includes a student event plan, which she describes accurately as student service rather than professional peacebuilding employment.

A bounded first assignment

An organisation that accepts volunteer enquiries agrees a six-week assignment preparing supervised meeting summaries. They clarify two hours weekly, a named coordinator, expenses, confidentiality and a review point. Chidinma does not collect sensitive accounts or conduct unsupervised interviews. The coordinator checks her drafts before circulation.

Evidence and feedback

Her first summary mixes opinions with decisions. After feedback, she separates discussion points, confirmed actions and unresolved questions. She keeps a private task log and requests permission for an acknowledgement of her contribution. For her public portfolio, she creates a fictional action tracker rather than copying participant details.

The next decision

She applies for an assistant role only after checking its essential criteria. She can explain coordination and documentation experience, but does not claim to have resolved the community's conflict. Selection remains uncertain. If no offer follows, the portfolio and feedback still help her identify what to improve.

Your application

Which part of Chidinma's approach could you use? Identify a real constraint in your own situation and how your plan would differ. Do not assume that a host or paid vacancy will be available within six weeks.

A comparable task I could demonstrate: _____

A support arrangement I would need: _____

A claim I should avoid overstating: _____

An officer developing community engagement skills

This is a fictional learning journey. Musa is a serving officer interested in peacebuilding and community trust. He has experience explaining procedures and responding to public concerns. He wants to develop within his role before deciding whether to pursue a different career.

Permission and professional boundaries

He reviews employment rules on outside activities and seeks authorised guidance. He does not accept an NGO assignment that conflicts with duty or implies police endorsement. He cannot use confidential operational records as portfolio material or present a personal certificate as authorisation to mediate every dispute.

Development within the role

With supervisor approval, he practises clearer explanations, impartial summaries and accurate referral records. A qualified trainer reviews fictional scenarios with him. He helps prepare an approved community listening session, ensuring that the invitation includes less-visible residents and that concerns receive a response through proper channels.

Evidence without exposing people

Musa asks for feedback on specific behaviours: whether he stated the purpose, checked understanding and explained a realistic next step. He uses fictional training examples to demonstrate his learning. Where permitted, an authorised supervisor can verify his contribution without disclosing personal or operational information.

The next decision

He explores community liaison or training responsibilities through the relevant internal process. For external opportunities, he checks eligibility, permission, qualifications and any conflict with current employment. International police or peacekeeping deployments have separate institutional routes; the course does not appoint him to one.

Your application

If you serve in a regulated or public role, what can you develop within existing duties? Identify what needs permission and which material must remain confidential. Career ambition does not remove obligations to your employer or the public.

A skill to strengthen within my present role: _____

Permission or policy I need to check: _____

Evidence that can be verified without disclosure: _____

A community leader moving towards formal programme work

This is a fictional learning journey. Aisha coordinates activities in a community association. People know her locally, but employers cannot easily assess her responsibilities. She wants to move towards paid community engagement work without presenting informal trust as proof of specialist mediation competence.

Recognising strengths and limits

She has experience arranging meetings, communicating in two languages and following up concerns. She also recognises that her association does not represent every resident. She seeks feedback from younger women and people with disabilities about barriers to participation. She does not assume that seniority gives her consent to share people's stories.

Strengthening the work

A local programme practitioner helps her prepare a clear agenda and an accessible feedback process. Aisha learns to distinguish a complaint requiring specialist referral from an issue suitable for voluntary discussion. She documents actions, responsible people and dates. She obtains permission before identifying the association in an application.

Presenting experience accurately

Her CV calls the role community association coordinator and states whether it is unpaid. She describes the actual work and names an appropriate referee with permission. If an advertisement requires qualifications she lacks, she does not conceal the gap. She considers relevant support roles while investigating realistic learning routes.

The next decision

Aisha compares a demanding unpaid internship with a local paid engagement role. She assesses time, costs, support and eligibility rather than assuming that the internship's prestigious name makes it better. She remains open to formal study if it addresses a genuine barrier and is affordable.

Your application

How would you explain community service to a reviewer unfamiliar with your locality? Describe the work, your authority and the evidence available. Avoid saying that a whole community supports you unless that claim can be justified.

My actual community role and its limits: _____

Contribution a referee could verify: _____

Requirement I need to investigate further: _____

An experienced professional changing fields

This is a fictional learning journey. Emeka is a technology and training professional with household responsibilities. He is interested in peacebuilding but cannot leave paid work for indefinite volunteering. He wants to contribute through digital communication and programme systems rather than claim experience as a mediator.

Choosing a relevant contribution

He studies public role descriptions and identifies needs in document management, accessible learning materials and remote collaboration. He selects one function and prepares a simulated training resource using fictional content. A practitioner reviews whether the wording is conflict-sensitive and whether the material meets the intended audience's needs.

A sustainable experience route

He investigates bounded remote assignments and local paid support opportunities. Where he considers UNV Online Volunteering, he reads the service rules and understands that it is unpaid and not UN employment or affiliation [8]. He evaluates his actual time and connectivity costs before applying. He does not assume selection or future recruitment.

Demonstrating the transition

His profile explains his existing technology experience and his developing peacebuilding knowledge separately. He describes the sample as simulated and gives an example of revising it after feedback. He seeks consent before naming reviewers and does not use an international logo to imply endorsement.

The next decision

A suitable consultancy enquiry arrives. Emeka checks the client, scope, payment terms, confidentiality and his competence. He offers a defined documentation service, excluding high-risk facilitation or investigation. If the work exceeds his expertise, he proposes collaboration with an appropriately qualified professional or declines.

Your application

What contribution could your existing occupation make without requiring you to restart from zero? Identify a service that remains within your competence and the knowledge you still need to gain.

An existing skill with relevant practical use: _____

A sample I could produce safely: _____

A weekly limit that protects my income and wellbeing: _____

Application clinic sample CV

Entirely fictional applicant and organisations. This compact example demonstrates accurate wording, not a prescribed employer format. Replace every detail with verified information about yourself. Follow the actual application instructions.

Amaka Okoro

Abuja Nigeria | [your email] | [your telephone] | [approved portfolio link]

Profile

Administrator developing programme support experience through supervised community service. Experienced in scheduling, records and clear written communication. Seeking an assistant role supporting accurate documentation and dependable activity coordination.

Relevant experience

Volunteer documentation assistant | Example Community Association | June to July 2026 | Unpaid

Prepared draft action notes for three community meetings under the coordinator's supervision. Checked decisions and responsibilities with the lead before circulation. Revised the notes after feedback to distinguish confirmed actions from discussion points.

Administrative assistant | Example Services Company | January 2024 to present | Paid

Maintain appointment records, organise shared documents and prepare routine correspondence. Coordinate schedule changes with colleagues and flag conflicting commitments to the supervisor.

Education and selected learning

Bachelor's degree in Public Administration | Example University | 2023

Introductory peacebuilding course | Example Training Provider | 2026 | Completion certificate

Relevant skills and samples

Scheduling, document organisation and draft reporting supported by the experience above. Portfolio includes a fictional meeting action tracker and an independently prepared public-source brief, both clearly labelled as practice samples.

Before using the structure

Add the detail required by the employer, including dates, qualifications and languages at an honest level. Request referees' permission before sharing their details. Do not use a fictional institution or qualification from this example in a real application.

Application clinic cover letter

Entirely fictional applicant and role. This example matches the CV on the previous page. It illustrates reasoning rather than a universal length or format.

Dear Recruitment Team,

I am applying for the programme assistant position supporting community engagement. The role's emphasis on coordination and accurate reporting matches my administration experience and the supervised documentation work I have begun in a community association.

During a six-week volunteer assignment with Example Community Association, I drafted action notes for three meetings. The coordinator reviewed each draft before circulation. After feedback on my first report, I separated confirmed decisions from discussion points and checked who was responsible for each action. This helped me understand why a clear record matters to follow-up and why an activity report should not overstate results.

In my paid administration role, I organise appointment records, maintain shared documents and communicate schedule changes. I would bring these practical habits to the programme team. My introductory peacebuilding course has also helped me identify learning needs in conflict-sensitive delivery and safeguarding. I would work within the role's responsibilities and seek guidance where specialist judgment is required.

I have included the documents requested in the advertisement. My portfolio contains clearly labelled practice samples rather than confidential records from either organisation. I would welcome the opportunity to explain my contribution and learn more about the team's expectations.

Yours sincerely,

Amaka Okoro

Personal review before submission

Check that the employer, role and examples are correct. Confirm that each claim matches your CV and can be discussed with a referee. Remove invented details, unsupported outcomes and confidential information. Follow the required application channel and retain a copy of what you actually submit.

One sentence I can improve in my own application

_____

_____

Skills audit worksheet

Choose a target role first. Use the evidence column rather than relying only on confidence. These learning categories do not confer professional competence or replace an employer's assessment.

Skill area	Present evidence	Next practice and reviewer
Clear reporting	_____ _____	_____ _____
Meeting coordination	_____ _____	_____ _____
Conflict analysis	_____ _____	_____ _____
Inclusive communication	_____ _____	_____ _____
Safeguarding awareness	_____ _____	_____ _____
Data and basic spreadsheets	_____ _____	_____ _____
Project and budget support	_____ _____	_____ _____

My priority skill and the role requirement it addresses

_____

_____

Date I will seek feedback and revise my self assessment

_____

Portfolio planning worksheet

Select three items that help assess your target function. Use fictional content where permission or confidentiality is uncertain. Never describe a simulated task as delivered work.

Portfolio item 1

Task and relevant skill: _____

Real or simulated status and my contribution: _____

Permission reviewer and revision date: _____

Portfolio item 2

Task and relevant skill: _____

Real or simulated status and my contribution: _____

Permission reviewer and revision date: _____

Portfolio item 3

Task and relevant skill: _____

Real or simulated status and my contribution: _____

Permission reviewer and revision date: _____

What a reviewer could learn from the three items together

_____

_____

Material I must exclude or replace with a fictional sample

_____

Application and opportunity tracker

Complete one record for each serious target. Store private information securely. An opportunity appearing on a public page does not establish eligibility or guarantee a response.

Employer role and vacancy reference

_____

Official source and date verified

_____

Closing date exact time and time zone

_____

Contract location and work authorisation requirements

_____

Essential criteria and evidence I can provide

_____

Documents required and submission route

_____

Application date and saved confirmation

_____

Follow up permitted by the employer

_____

Outcome feedback and next improvement

_____

Decision

Apply now / Seek official clarification / Build evidence first / Not eligible

Twelve month development plan

Use quarters as review periods rather than promised promotion dates. Set activities you control and recognise external decisions separately. Replace the example milestones with your own.

Period	Example focus	My evidence and review
Months 1 to 3	Choose a function and revise two practice samples after feedback.	_____ _____
Months 4 to 6	Complete an appropriate supervised task or pursue suitable paid applications.	_____ _____
Months 7 to 9	Strengthen a specialist skill and seek a defined responsibility.	_____ _____
Months 10 to 12	Review progress against real role criteria and adjust the next plan.	_____ _____

Weekly time and spending limits that protect essentials

_____

_____

Support or adjustments I need

_____

_____

If opportunities do not appear I will review

_____

_____

Consider eligibility, evidence quality, application focus and local conditions before deciding that another course is necessary.

Consultancy scope planning worksheet

This is a planning aid, not a legal contract. Obtain appropriate professional advice for an actual agreement and follow any client procurement requirements.

Client and verified authorised contact

_____

Problem and intended audience

_____

Deliverables and acceptance criteria

_____

Work excluded and limits of competence

_____

Client inputs approvals and dependencies

_____

Timeline revision allowance and review point

_____

Fees expenses payment timing and currency

_____

Confidentiality ownership and data handling

_____

Conflicts safeguarding and advice needed

_____

How changes or early ending will be addressed

_____

Research directory for Nigeria

These verified official entry points help you understand employers and learning options. They are not promises of live vacancies, volunteer places or endorsement. Check current information before spending time or money. Source numbers match the chapters and reference section.

Institute for Peace and Conflict Resolution

[1] Official institutional mandate and Nigerian context. Not a standing vacancy or placement offer.

Open official source

Search for Common Ground Nigeria

[2] Official programme overview. Use the site's Jobs link for its authorised recruitment route.

Open official source

International Alert jobs

[4] Official recruitment page. It states that speculative applications are not accepted; recheck current instructions.

Open official source

WANEP vacancies

[5] Official regional vacancy archive. Confirm that a specific posting is current and where it is based.

Open official source

Use local knowledge responsibly

Research credible local organisations, relevant public programmes and institutional projects in your area. Ask how applications are accepted and what supervision exists. Check whether travel, language and access requirements fit. Do not send unsolicited sensitive information or assume a public contact address is a recruitment channel.

One suitable organisation and its published application rules

_____

_____

International and learning directory

These are different routes. Compare employment, volunteering, learning and fellowship terms rather than treating them as interchangeable. No current vacancy count or eligibility guarantee is reproduced.

UN Careers application guidance

[6] UN Secretariat and related listings through UN Careers; read each opening.

Open official source

UNDP careers

[7] Development roles through UNDP's official career links; check contract and eligibility.

Open official source

UNV Online Volunteering

[8] Unpaid remote tasks under UNV Online Volunteering rules; distinct from onsite UN Volunteer assignments.

Open official source

African Union jobs

[9] African Union vacancies; verify applicant eligibility and location.

Open official source

ECOWAS careers

[10] ECOWAS roles; check current criteria and the particular application instructions.

Open official source

Rotary Peace Fellowships

[11] Rotary fellowships for experienced practitioners; select the appropriate programme.

Open official source

UNITAR online peace learning

[3] UNITAR learning; choose a course that addresses an identified skill gap.

Open official source

Sources and further reading

Consulted 23 October 2026. Organisation pages support the limited factual descriptions indicated. Practice guidance and fictional examples are editorial material. Current employer instructions and applicable law take priority for a specific application or assignment.

1 Institute for Peace and Conflict Resolution

Official institutional mandate and Nigerian context. Not a standing vacancy or placement offer.

Open official source

2 Search for Common Ground Nigeria

Official programme overview. Use the site’s Jobs link for its authorised recruitment route.

Open official source

3 UNITAR online peace learning

Official learning portfolio. Check each course’s current content terms cost and assessment.

Open official source

4 International Alert jobs

Official recruitment page. It states that speculative applications are not accepted; recheck current instructions.

Open official source

5 WANEP vacancies

Official regional vacancy archive. Confirm that a specific posting is current and where it is based.

Open official source

6 UN Careers application guidance

Official application guidance and no recruitment fee notice. Not every UN entity recruits through this system.

Open official source

Sources continued

Consulted 23 October 2026. Organisation pages support the limited factual descriptions indicated. Practice guidance and fictional examples are editorial material. Current employer instructions and applicable law take priority for a specific application or assignment.

7 UNDP careers

Official career entry point and recruitment fraud warning. Follow links from the official site to the relevant application system.

Open official source

8 UNV Online Volunteering

Official online service rules. Online assignments are unpaid and do not establish employment or affiliation with UNV or the host.

Open official source

9 African Union jobs

Official vacancy search. Read the specific eligibility and application instructions; an alert subscription is not selection.

Open official source

10 ECOWAS careers

Official recruitment information and no recruitment fee notice. Confirm criteria and documents for the particular role.

Open official source

11 Rotary Peace Fellowships

Official fellowship overview with links to distinct programme eligibility requirements and current application timetable.

Open official source

Verification habit

Record the official link, date checked, deadline and important conditions for every opportunity. Follow links from the institution’s own site to third-party application systems rather than trusting a copied form or logo.

About the author

Korede Olafimihan has worked with several non-governmental organisations. His interest in community engagement and cooperation informs this practical learning resource.

For learners and facilitators

Use the chapters to discuss evidence, judgment and realistic next steps. Invite learners to work with fictional cases rather than disclose confidential incidents. A facilitator can ask participants to compare a genuine role description with their skills audit, revise one portfolio sample and explain one ethical boundary. The exercise should improve planning without promising recruitment or conferring accreditation.

Your next professional step

Choose one responsibility you want to perform well, one piece of evidence to improve and one person who can give useful feedback. Revisit the plan after practice. Your direction can change as you learn more about the work and your circumstances.

My next practical action

_____

_____

Who can give feedback

_____

_____

When I will review progress

_____

_____

Plan your next professional step

Build practical skills, document your contribution and prepare for opportunities in Nigeria and internationally.

Includes career exercises, application examples, portfolio tools and a personal development plan.

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