



## TERMS OF REFERENCE

### **JOB TITLE: Capacity Building Assistant - Bilingual (French & English)**

#### **Background**

The African Women's Development Fund (AWDF) is a pioneering grantmaking foundation headquartered in Accra, Ghana. AWDF was founded by and for African women. Since its founding in 2001, AWDF has continued to support a growing portfolio of grants to leading women's rights organisations and feminist movements across Africa, while also supporting knowledge generation, capacity building, movement building and donor advocacy around African women's activist histories, movement resourcing needs, and more recently, feminist futures.

#### **Job Summary**

The Capacity Building Assistant (CBA) will play an active role in supporting with implementing the work of the Capacity Building Unit. The work of the team focuses on strengthening the capacities of grantee partner organisations to strengthen systems and structures to effectively implement and achieve their goals. The CBA will work in close collaboration with the Capacity Building Officer (CBO) in planning and coordinating activities related to the Unit's flagship programmes. The role holder will proactively support and contribute to day-to-day programmes and ensure conformity to expected outcomes and the Unit's work-plans. As a staff member of AWDF, the CBA will be required to engage in cross-departmental activities within the organisation. The programmes of the CBU are conducted mainly in English and French with Arabic being a third language in some selected programmes.

#### **Specific Duties**

- Assist the CBO to ensure timely planning, coordination and implementation of the CB Unit's activities including training and coaching programmes, grantee peer learning, grantee networking sessions etc (virtual/online and face to face)Oversee a specified portfolio of grants
- Assist the Capacity Building Officer to arrange logistics for training programmes including procuring service providers, securing training venues, assisting in preparation of ToRs for consultants etc
- With assistance from the CBO, prepare claims for CB Unit activities in accordance with Finance Department policies.

- Assist CBO in internal coordination and planning of programmes including liaising with the grants for grantees CB plans, reviewing grantee reports for CB outcomes etc.
- Assist Francophone trainers/grantees during training programmes.
- With supervision from the CBO, contribute to collecting and collating information on programme progress and tracking programme outcomes.
- Actively assisting in assessment and compilation of grantee and donor reports as directed by the CBO (including internal reports, needs assessment and post training assessment reports and the documentation of CB activities)
- Support with day to day translation and drafting basic correspondence for francophone grantees.
- Assist the Unit to analyse needs assessment and post training feedback from Francophone grantees.
- Support to produce capacity building project stories for various needs.
- Assisting the CBU to document Francophone success stories
- Assisting the Unit to facilitate networking session with the Francophone grantees

### Essential Knowledge and Experience

- Must have excellent communication (oral and written) and listening skills
- Ability to communicate fluently in French (Oral and written) and listening skills
- Experience of working in African women's rights, social justice or policy organisations or on those issues in other settings
- Experience working/supporting the implementation of capacity building/workshops/training programmes
- Some understanding of feminism and strong commitment to social justice, women's rights and social change in Africa essential
- Demonstrated capacity for analysis and for synthesizing complex information for different audiences
- Proficiency in MS Office and familiarity with using and learning to use web based platforms required. Experience of working with information management systems/databases and with WordPress and social media platforms preferred
- Excellent planning and management skills
- Ability to work independently and part of a team
- Ability to work democratically with diverse groups and people and commitment to AWDF's feminist values
- Some understanding of feminism and strong commitment to social justice, women's rights and social change in Africa essential
- Ability to travel within Africa/ internationally essential

## Qualifications

- Bachelor's degree in Gender, Women's Rights, Organisational Development, Development/social work or any related discipline.
- Minimum of 3 years work experience in supporting Capacity Building/workshops/trainings for women/women's rights organisations.
- French, analytical and writing/editing skills are essential for this role and knowledge on African women's rights issues an added advantage.

## Organisational Competencies:

All staff members must demonstrate AWDF Core values in all their professional relationships and any interactions that may reflect on AWDF:

- Respect
- Inclusive Diversity
- Feminist Leadership
- Professionalism, accountability and stewardship
- Solidarity and Partnerships

AWDF has a Zero Tolerance Approach to all forms of corruption which is an offence for which immediate dismissal without benefits will result.

## Job Location

Either Accra – Ghana or remotely from any country on the African Continent.

## How to Apply:

Qualified and interested persons should send a **cover letter** indicating their relevant skills and experience and **CV** of not more than 3 pages **by email to:** The Human Resources Manager at **jobs@awdf.org** with application for the position being applied for indicated as the subject line. Applications for the vacancies should reach AWDF **no later than 14 July, 2021**. Only short-listed candidates will be contacted for additional information and interviews.

**In line with AWDF's Mission, qualified African women based on the African continent are encouraged to apply.**