



Job Vacancy

PROGRAMME OFFICER – GRANTS

Are you passionate about women's rights in Africa, excited about African feminism, and embrace African women's diversities?

Do you have experience assessing grants applications for funding and contributing in-depth knowledge to shape grants strategy in the context of women's rights?

Are you ready to contribute to outreach and networking as well as fundraising activities as required to promote women's rights in Africa?

Are you fully bilingual in English and French and knowledgeable about women's rights activism and organisations in Francophone Africa?

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 feminist futures.

Job Summary

The Programme Officer - Grants plays a critical role in the grants department taking primary responsibility for assessing new grants applications, recommending organisations to be funded, and preparing docketts in collaboration with the Grants Manager, and other colleagues in the Grants Department, and in line with AWDF's strategic plan. With a focus on Francophone grantmaking, the post-holder will work to grow the Francophone grantmaking portfolio in line with the overall strategy, conduct desk and field based assessments in both French and English, and prepare docketts in English for review and approval. The position also provides grants management services and supports technical assistance to grantees. Contributing to due diligence processes, site visits and Monitoring, Evaluation and Learning activities related to grant making, the post holder also supports with outreach and networking as well as fundraising activities.

Specific Duties

- Support in the selection of credible organisations that promote the mission of AWDF, by assessing grant applications and preparing grants docketts in English, with a primary focus on Francophone applicants
- Work with Grants Manager and other team members in developing grantmaking strategy and identifying funding priorities, including specific concerns for women's rights in French speaking contexts.
- Prepare periodic reports and analyses of grantmaking activities including grants statistics, grantees summaries, reports on trending issues, desk reports, donor reports as well as other special reports including a special focus on Francophone Africa
- Provide grantee technical assistance to enable grantees to build their organizational capacities & programmatic strategies
- Support work around AWDF evaluation procedures and donor visits
- Undertake scheduled site visits to grantee organisations and produce site visit reports
- Contribute to AWDF technical support activities for African women's rights organisations and movements including a thematic focus on Francophone Africa
- Build and maintain relationships with other individuals and institutions as necessary
- Contribute to AWDF's resource mobilisation activities such as:
 - Identifying and following up fundraising opportunities in collaboration with the Resource Mobilisation team
 - Supporting proposal and donor report writing
- Support translation and other initiatives aimed at sustaining and growing AWDF's Francophone capacity and outreach to Francophone constituencies.
- The role holder will from time to time be required to carry out any other duties that are within the scope of the job.
- Demonstrate and promote AWDF's values and principles which include a feminist ethos, equality, collaborative ways of working, team-work and positive interaction with diverse staffing and stakeholder groups.

Essential Knowledge and Experience

- Demonstrated expertise in women's rights in Africa and knowledge of key women's rights issues and debates including in Francophone Africa
- Understanding of African women's organisations and ability to conduct assessments of organizational strategies, programming and do basic assessment of organizational systems including finances
- Knowledge and work experience in the African women's rights, grant making and/or civil society environment
- Demonstrable knowledge and experience in the areas of either: Body and Health Rights; Leadership, Participation and Peace and/or Economic Security and Justice
- Excellent communication skills, both written and oral. This includes ability to make effective presentations to internal and external stakeholders as required.

- Good interpersonal relationship skills and strong team player
- Ability to work with diverse groups of people
- Demonstrated ability to initiate and manage projects,
- Strong time-management skills and ability to multi-task
- Ability to work with minimal supervision, and provide a high level of professionalism
- Ability to work flexible working hours, sometimes outside of regular working hours
- Ability to travel within Africa and internationally when necessary
- Ability to manage a heavy work schedule
- A passion for women's rights and a commitment to AWDF's feminist values

Qualifications

- Minimum educational qualification: Degree in gender and development, human rights or other relevant area
- Work experience: At least 5 years work experience in substantive and comparable roles in development/ human rights fields in Africa; experience of working in grant making will be advantageous
- Excellent command of oral and written English and French is essential
- Experience using an information management or grants database is desirable

How to Apply

Qualified candidates 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 position of Programme Officer - Grants**" as the subject line.

Applications should reach AWDF **no later than Tuesday, 8th October, 2019**. Only short listed candidates will be contacted.

Please note that this is a national post on two-year renewable contract on local terms and conditions. AWDF will assist non-Ghanaian hires with work/resident permit processes but will not offer relocation expenses or expatriate benefits. The post can also be on virtual working arrangement with the post-holder working from an African country that they have the legal right to work in.

In line with AWDF's mission, qualified African women candidates are encouraged to apply.