

TERMS OF REFERENCE

JOB TITLE: Programme Officer – Team Learning

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 Programme Officer – Team Learning plays a crucial role in the Grants Department with a primary responsibility for ensuring the team keeps abreast of issues and trends coming from the African women's movement and aggregating learning and coordinating Grants Team learning and input to organisational and donor reports as well as contribute to the work of the Grants team in general. This includes working closely with the team to grow the grants portfolio, knowledge aggregation in selected areas, and contributing to monitoring, learning and evaluation. The role will work in close collaboration with other Grants Programme Officers and Assistants, and with staff in communications, knowledge management, catalytic initiatives, resource mobilisation, finance, administration and overall management.

Specific Duties

- Support AWDF's grant processing, analysis and provision of technical support to grantees
- Oversee a specified portfolio of grants
- Coordinate and lead relevant outreach initiatives, acting as a point person in related processes
- Support development of processes, work plans and budgets to meet donor requirements, including coordination of due diligence, analysis and reporting of information trends from grantees and working closely with Donor Liaison in the production of the annual reports.
- Act as point person for team wide learning and information sharing
- Develop close linkages with the Knowledge Management and Catalytic Initiatives team to share information coming from reports and documents shared by grantee partners
- Provide support to AWDF's evidence-based advocacy, outreach and communication functions.

- Participate in and support AWDF's fundraising activities
- Participate in Monitoring, Evaluation & Learning, working closely with the MEL specialist and Knowledge Management team to develop and implement creative ways of documenting and disseminating learning
- Support with development of tools and processes for greater efficiency during the evaluation and selection of grantees
- Lead in development of due diligence practices and activities, in liaison with the Finance Department and MEL team. Participate in due diligence visits that manage grantmaking processes related to lessons learned re: processes and subject matter content and context.
- Keep abreast of relevant issues for African women's rights overall and in reference to AWDF's areas of thematic expertise and share knowledge and learning with team members and other internal and external stakeholders as appropriate Produce information and analysis about AWDF's grant making and grants managed • Support work around AWDF evaluation procedures and donor visits
- Produce information, analysis and learning about AWDF's grant making and grants and relationships management
- Contribute to AWDF technical support activities for African women's rights organisations and movements, build and maintain relationships with other individuals and institutions as necessary
- Represent AWDF at national and international public events and meetings as requested by AWDF senior management
- Raise the visibility of AWDF through convening and information sessions
- Contribute to AWDF's resource mobilisation activities including through: identifying and following up fundraising opportunities in collaboration with the Resource Mobilisation team and supporting proposal and donor report writing

Essential Knowledge and Experience

- In depth understanding of feminism and strong commitment to social justice, women's rights and social change in Africa
- Skilled at assessing and managing grants/ project budgets/ donor funds to women's rights organisations, ideally in the context of grant making
- Experienced with bilateral and/or multilateral funding and working with bilateral and multilateral donors
- An excellent communicator – both written and oral, a critical thinker with an analytical approach to information
- A team player, who demonstrates the values and principles of feminism and social justice
- Proactive and able to work and lead with minimum supervision
- High level of proficiency in MS Office and experience of working with information management systems / databases
- Excellent planning and management skills
- Ability to work independently and part of a team

- Ability to work democratically with diverse groups and people.
- Willingness to work flexible hours, occasionally outside of regular working hours
- Ability and willingness to travel within Africa/ internationally essential

Qualifications

- Minimum education level is a first degree in Gender, Women's Rights or a related field
- At least 5 years relevant work experience, ideally with a women's rights, human rights or development civil society or multilateral agency
- A minimum of eight (8) years relevant experience ideally in gender, women's rights or a related discipline.
- Excellent spoken and written English is a requirement.
- Excellent spoken and written French is highly desirable

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.