

Job Vacancy

Programme Officer – Special Initiatives

Background

The **African Women's Development Fund (AWDF)** is a pioneering grant making 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 (P.O.) – Special Initiatives plays a critical role in the Grants Department with a primary responsibility for development, coordination, management and implementation of the Leading From the South (LFS) programme in particular, plus contributing to the other work of the Grants team in general. This includes outreach with the team to grow the grants portfolio, knowledge production in selected areas, and contributing to monitoring, learning and evaluation. The P.O. will work in close collaboration with other Grants Programme Officers and Assistants, and with staff in communications, knowledge management, 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 the LFS Initiative, acting as a point person for MFA liaison and information sharing, and in LFS related processes
- Support development of processes, workplans and budgets to meet LFS donor requirements, including coordination of due diligence, analysis and reporting of information trends from LFS grantees and working closely with Donor Liaison in the production of the annual LFS report to the Netherlands MFA.
- Liaise closely with the Capacity Building team regarding strengthening work with LFS grantees
- Provide support to AWDF's advocacy, outreach and communication functions.
- Participate in and support AWDF's fundraising activities
- Participate in Monitoring, Evaluation & Learning, working closely with the MEL specialist to develop creative ways of documenting and learning from the LFS initiative.

- Support with development of tools and processes for greater efficiency during the evaluation and selection of LFS 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 LFS Document lessons learned re: processes and subject matter content and context.
- Analysis, report writing and documentation of grantees' contributions, challenges and overall performance. Lead in the analysis and documentation of LFS implementation in relation to donor requirements
- Keep abreast of relevant issues for African women's rights overall and in reference to their identified area 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
- 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 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
- Supporting proposal and donor report writing

Essential Knowledge and Experience

- Knowledgeable about women's rights and social justice issues/ rights-based development and organising in Africa
- 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 grantmaking
- Experienced with bi and/or multi-lateral funding and working with bi and multi-lateral donors
- Demonstrable knowledge and experience in the areas of either: Body and Health Rights; Leadership, Participation and Peace and/or Economic Security and Justice
- 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
- Willingness to work flexible working hours, occasionally outside of regular working hours are expected
- Ability to travel within Africa/ internationally essential
- Ability to work democratically with diverse groups and people.

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.

Qualifications

- At least 5 years relevant work experience, preferably with a women's rights, human rights or development civil society or multi-lateral agency
- Post graduate degree in Gender, Women's Rights or related discipline.
- Excellent spoken and written English and proficiency in French or working knowledge of Arabic are requirements.

Job Location

AWDF House, Accra – Ghana or work virtually from any African country. AWDF will not be responsible for any relocation or related costs for potential candidates.

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. This is a re-advertised post and previous applicants need not apply.

Applications for the vacancies should reach AWDF **no later than 6th January, 2021**. Only short-listed candidates will be contacted for additional information and interviews.

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

