



Job Vacancy : Programme Assistant - Bilingual (Short-term)

We are hiring to fill a vacancy for the position of Programme Assistant - Bilingual (Consultancy). To fill this position, we are looking for a highly motivated person who is passionate about women's rights in Africa, excited about African feminisms and embraces African gender diversity, to join our team.

Background

As a Pan-African feminist fund, the African Women's Development Fund (AWDF) resources, strengthens and upholds women's rights and feminist organisations and movements across Africa, to make gender justice a reality for all on our continent and worldwide. Over the past 25 years, AWDF has awarded approximately USD100 million to women's rights and feminist organisations throughout Africa (and in selected Middle Eastern countries through one of our initiatives). Through its grantmaking, programmatic and advocacy work, AWDF has supported work that has led to changes in law and policy, social norms and movement-building for gender justice.

Building on its strong track record, in 2023 AWDF launched *Lemlem*, a ten-year strategic framework (2023-2033), which guides its efforts to advance gender equality and gender justice for girls, women and gender-diverse people across Africa. At its core, the strategy's focus is on resourcing, nurturing and strengthening those who are best placed to achieve transformative change: African women's and feminist groups, organisations and movements.

The search has begun!

Are you experienced in providing administrative and programmatic support and contribute to an efficient operation of grantmaking work?

Are you experienced in working to support processes that ensure learning, monitoring and evaluation that informs grant making approaches?

Are you ready to work to support departmental conceptualisation of projects and reporting to relevant stakeholders?

Job Summary

The Programme Assistant, Resourcing is responsible for providing administrative and programmatic support, contributing to the efficient operation of AWDF's resourcing work. The role will work in close collaboration with all the Programmes units, and collaborate more closely with the Programme Manager, Senior Programme Officers and the Programme Officer in the Resourcing Unit to support grant making processes, partner engagement and compliance. The Programme Assistant will also support processes that ensure learning, monitoring and evaluation, informs our grant making approaches and learning facilitates adaptation. The role functions will include budgeting/financial

support, data gathering, programme administration and implementation of the resourcing/grant making guidelines and processes. The Programme Assistant will also support the departmental conceptualisation of projects and reporting to relevant stakeholders.

Summary of Duties

Strategy Implementation

- Provide administrative and coordination support for the implementation of AWDF's grant-making strategy guidelines and approaches in alignment with the new AWDF Strategic Framework
- Support the coordination and documentation of feminist accompaniment approaches.
- Contribute to the development of a cohort of partners that is inclusive, feminist, trust-based, collaborative and responsive, and which increasingly includes longer-term support.

Leadership and people development and management

- Contribute to the effectiveness of the Resourcing unit and AWDF programmes.
- Contribute to a team culture that values collaboration internally, cross functionally, a team of independent thinkers that feel empowered, a team that reflects the feminist principles and values of AWDF.

Programme Management

- Contribute to all aspects of the planning and implementation of the priorities of the resourcing unit.
- Input to the development of planning, learning, monitoring, reporting as it relates to the resourcing priorities and approaches as well as agreed results frameworks for funded initiatives.
- Support and contribute to collaborative learning and cross pollination across the wider Programmes Units and Teams.
- Participate in small group discussions to collect information and learning on the diverse partner organisations and funded initiatives AWDF works with/is implementing.
- To support the screening and reviewing of applications received to resource women's rights organisations, groups, collectives and movements

Budget Management

- Support effective resource expenditure for the work of the Resourcing unit.
- Follow all administrative and financial policies and ensure all administrative and financial tasks comply with organisational policies and procedures.

Relationship Management

- Support and participate in relevant initiatives, working groups and collaborations to exchange knowledge and advance shared goals to influence the donor community.
- Support and contribute to the identification of priorities to accompany and resource and support partners, influencing, etc.
- Establish and nurture relationships with colleagues as an integral element of communication and relationship management.

Programme Monitoring and Applying Learning

- Assist with the collation and analysis of data and information and contribute to learning about AWDF's approaches to resourcing WROs and feminist movements.
- Contribute to learning about how and what we are doing contributing to the diverse women-led activists, collectives and organisations in Africa and, where relevant, outcome level impact under AWDF's funded initiatives.
- Assist with portfolio level monitoring and evaluation and accompaniment to partners and ensure quality learning by and among partners
- Support timely and effective tracking and learning about how what we are doing is contributing to the work of WROs and feminist movements.
- Coordinate aggregation and analysis of information to ensure the Partnerships and Voice Directorate deliver on internal and external reporting requirements (Board, donor, accountability, project reports etc.)

Other

- The role holder will from time to time be required to carry out any other duties that are within the scope of the job.

The full details of the job description can be found [here](#)

Essential Knowledge and Experience

- The post requires significant experience in monitoring, evaluation, and learning, preferably within feminist, social justice, human rights or movement-led contexts.
- Strong technical skills in MEL design, implementation and analysis (qualitative and quantitative).
- Demonstrated people management or leadership experience.
- Strong relationship-building skills and experience working with diverse stakeholders.
- Deep understanding of feminist, intersectional and power-aware approaches to impact and learning.
- Excellent facilitation, writing, and communication skills.
- Expertise in producing knowledge on women's rights for NGOs/activists, policy and/or donor audiences.
- Experience of developing or managing information systems (for example, virtual or physical libraries or archives) and in using multiple communication and knowledge production formats (film, audio, visual/graphics) desirable

Qualifications

- A degree in gender studies or related discipline and at least 1 year professional experience in a similar role.
- Excellent written and spoken English and Portuguese
- 1 year working experience in participatory and more transformative approaches to feminist accompaniment, movement strengthening and philanthropy
- Experience of working in or with women's rights organizations and/or feminist movements including non-traditional actors and collectives, individual activists, emergent and non-traditional collectives and/or feminist or women's rights movements.
- In-depth knowledge of African women's rights issues and concerns, strong analytical, writing and editing skills and external representation skills

Duration of Assignment

- The assignment shall be for a 12 month period, working 5 days a week. The appointment will run from July 2026 to June 2027.

Job Location

- AWDF House, Accra – Ghana or work remotely from any African country where you have the legal right to work from

Organisational Competencies

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

- Accountability & Integrity
- Solidarity & Collective care
- Intersectionality & Meaningful Inclusion
- Learning & Adaptability
- Courage & Joy
- Creativity & Curiosity

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

Salary Details

- Entry point: USD: 23,244.00 (annually)
- Midpoint: USD 31,960.37 (annually)
- **In practice, we only make offers between the entry point and the midpoint of our salary scale depending on one's level of experience and competencies.**

How to Apply

Qualified and interested persons should send the following documents:

- A cover letter of not more than 2 pages via this link: <https://awdf.simplicant.com/jobs/59516-programme-manager-impact-learning/detail> to the Human Resources Manager explaining their interest and excitement in applying for the position to work for AWDF, highlighting their experience and competencies demonstrating the alignment to the role.
- A CV of not more than 3 pages outlining their educational qualifications and employment records with key achievements in relevant positions held.
- Applications for the vacancy should reach AWDF **no later than Thursday, 28th May 2026**. Due to our limited capacity, only short-listed candidates will be contacted for additional information and interviews.

In line with AWDF's Mission, qualified African women and gender-diverse persons are encouraged to apply.