



Position Title	Solidarity & Support Programme Intern
Department	Solidarity & Support
Position Location	Yaoundé, Cameroon
Reporting to	Solidarity & Support Programme Officer-Francophone
Type of Contract	6 months renewable
Deadline	12 August 2022
Start Date	September 2022

Who we are

Urgent Action Fund-Africa (UAF-Africa) is a feminist, pan-African, Rapid Response Fund committed to transforming power relations through resourcing African feminists and womn human rights defenders and their formations as an act of solidarity. Recognising the need to move resources rapidly on a continent where opportunities and threats arise and decline quickly, UAF-Africa uses a Rapid Response Grant making mechanism to support unanticipated, time sensitive, innovative and unique initiatives that promote womn's agency in peace and political participation, social and economic power building as well as natural resources governance and stewardship. The Fund works to support African Womn Human Rights Defenders (AWHRDs), particularly in the feminist and womn's rights movements, in their actions, which enable them to support and sustain themselves, each other and their work before, during and after urgent situations.

UAF-Africa mobilizes resources from a broad base of international and increasingly local funders committed to protecting and advancing womn's rights and feminist agendas in Africa. Our primary purpose is to provide funding to AWHRDs and their groups, organizations, and the movements to help them prepare for and navigate urgent situations with appropriate actions.

UAF-Africa is registered in Kenya and Zimbabwe. Operating as a virtual organisation, the Fund boasts of strategic presence in Africa's five sub-regions- **East Africa:** Nairobi-Kenya, Kampala-Uganda and Addis Ababa-Ethiopia; **North Africa:** Cairo-Egypt; **Central Africa:** Bujumbura- Burundi; **Southern Africa:** Harare-Zimbabwe, Lilongwe/ Blantyre- Malawi, Antananarivo, Madagascar, Johannesburg/ Cape Town- South Africa and **West Africa:** Benue State- Nigeria, Lomé- Togo, Cotonou-Benin and Douala/ Yaoundé- Cameroon.

Position Overview

The Intern will assist in the timely financial and technical response to interventions and needs of women's organizations and women activists with the aim of advancing women's human rights in the African continent. Through effective research, evidence collection, translation, data entry and management, and grantee interface within the grantmaking portfolio.

Specific Responsibilities

Grantmaking and reporting

- Act as the initial interface with the grantees and provide prompt and suitable communication with the applicants
- Review of grant requests up to the point of preparing checklists for the grantmaking team to review
- Correspondence with grantees, advisors, and fiscal sponsors
- Seeking opinions and working with formal/informal advisors and endorsers on grant proposals
- Data entry of all inquiries, requests, and grants on the grantmaking database
- Completing due diligence research of potential grantees
- Completion and filing of grant related paperwork
- Assisting with grant making activity reports
- Assist in the documentation process and tracking indicators
- Preparing Country reports as assigned
- Carrying out research for outreach missions and other UAF-Africa purposes as assigned
- Assisting in preparations and logistics for outreach and networking missions
- Where applicable, language translation of grant requests and communication material within all UAF-Africa programmes.
- Performing any other duties as may be assigned by the supervisor and/ or Manager.

Qualifications

- Degree in Social Sciences, Women's Studies, Political Sciences, International Development, Law or related fields
- Fluency in both French and English required

Skills and Experience

- At least one year experience in an NGO and/ or grantmaking processes is required
- Excellent organizational skills and ability to multitask
- Excellent communication skills
- Flexibility and willingness to travel on the African continent and beyond as and when required
- An understanding of gender equality and women's rights issues, particularly in politically unstable and post conflict African settings
- Familiarity with the women's rights development needs in Africa
- Passionate about UAF-Africa's mission, committed to teamwork, and achieving results and building effective teams
- Excellent inter-personal, public speaking, writing and negotiation skills
- Experience working in a virtual work environment is an added advantage

- Experience working with salesforce or any other grantmaking software tool.

Work Environment

- This is a local position that may involve some national and regional travel
- UAF-Africa is an equal opportunity employer that does not discriminate in its hiring practices
- To build the strongest possible workforce, UAF-Africa actively seeks a diverse applicant pool
- The position will be based in **Yaoundé, Cameroon**

How to Apply

Candidates interested in applying for this role need to register on UAF-Africa website & apply for this role using the below link:

<http://uafahrrec.peopleshr.com/>

No phone calls please.