



Position Title	Communications Coordinator Consultant
Position Location	Harare, Zimbabwe Office
Reporting to	Sister Funds Communications Working Group
Contract Type	8 Months
Start Date	April 2023
Vacancy Announcement Date	01 March 2023
Applications Closing Date	16 March 2023

Background:

Urgent Action Fund, Womn’s Human Rights – UAF-WHR • Urgent Action Fund- Africa – UAF-Africa • Urgent Action Fund, Latin America and the Caribbean – UAF-LAC • Urgent Action Fund, Asia and Pacific – UAF A&P.

The Urgent Action Sister Funds actively operate across four main regions of the world, protecting and strengthening the work of **womn, trans and gender non-conforming human rights defenders** at their most critical moments. We provide Rapid Response Grants across these four regions to those that urgently seek relief during times of threat to their livelihoods and their activism. The Urgent Action Sister Funds subscribe to the greater feminist and womn’s rights movements worldwide, supporting womn’s rights activists striving to create cultures of justice, equality, and peace. We also collaborate on advocacy and alliance building in order to mobilize broader support for the work of these human rights defenders throughout the world.

While each of the funds have their own guiding values, we share eight principles outlined below that reflects the insights of UAF’s staff and leadership.

WORKING WITH A SOUL Our sisterhood honors our shared humanity, love, and solidarity. As an embodiment of our principles, we prioritize care and wellness as a political act. Working mindfully commits to tending care to how we work, just as much as the results of our work. We care for and love ourselves and each other.

COLLECTIVE VISIONING AND EXPERIMENTATION Our sisterhood was born to respond to urgent needs with resilience, courage, and a bold vision. Learning, action, and experimentation are all critical components of our collective practice as we work to change ourselves and the work we do together.

CELEBRATE, RESPECT AND VALUE DIVERSITY Our sisterhood is designed to celebrate and value our differences — region, language, political and cultural context. Our strength is rooted in these differences, and we see them as essential to our work. We value the knowledge and approaches that each sister offers the sisterhood.

POWER SHARING, INTERDEPENDENCE AND CO-RESPONSIBILITY We are sisters that work to develop trust, share power, co-create and share responsibility of our sisterhood and our work together. As an interdependent sisterhood, we recognize the importance of both: shared decision-making grounded in our vision and honoring each sister's power and autonomy.

For more information about the Urgent Action Sister Funds - consortium, please read about our missions on our website: <https://urgentactionsisterfunds.org/>

Objectives

The Sister Funds have co-developed a joint communications strategy and implementation plan to boost the visibility and amplify learnings within the philanthropic sector. We seek a consultant that could provide support in the implementation of the strategy.

The core objective of this call is to find a person who can support the Coordination of the Communications Working Group for the Urgent Action Fund (UAF) Sister Funds and guide the creation of and implementation of a shared communications strategy.

Scope of work

The UAF Sister Funds are seeking a consultant to lead the charge of coordination and monitoring of communications at the Sisterhood level in order to guide and implement a strategy that unifies the voice of the Sister Funds.

Therefore, the Communications consultant is expected to be guided by the following:

- Lead in the execution of the 2022 communications working plan.
- Support the coordination of the Sister Funds Communications Working Group in the planning of meeting, taking minutes and following up of action plans.
- Support with research and information gathering for the creation of content and report writing on behalf of the Sisterhood communications work group.
- Accompaniment for the comms Working Group Coordinator.
- Support with the sister funds website backend management.

Skills and Experience:

- Experience of working with multilateral agencies or regional non-governmental organizations.
- At least three to five years of experience in media and communications.
- A feminist with proven experience working with non-profit women's rights organizations.
- Experience and understanding of feminist philanthropy and principles.
- Ability to think creatively and have excellent communication and interpersonal skills.
- Vast knowledge of media landscape and proven ability to develop and implement effective communication strategies.
- Excellent creative writing skills, and fluent in English.
- Experience working in a virtual work environment will be an added advantage.
- Ability to multitask and turn around tasks in a timely manner.
- Availability to participate in meetings in different time zones.
- Flexibility and willingness to travel on the African continent and beyond as and when required.

- Skills in graphic designing will be an added advantage.

Qualifications

Degree in Journalism, Communications and Media, Development and Social Change or any relevant field.

Work Environment

UAF-Africa is an equal opportunity employer and does not discriminate in its hiring practices. UAF-Africa actively seeks a diverse applicant pool to build the most robust possible workforce. The Fund is committed to creating an inclusive environment for all employees. The position will be based in **Harare, Zimbabwe.**

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.peopleshhr.com/>

No phone calls please.

We thank all those who apply, but only shortlisted candidates will be contacted. To learn more about UAF-Africa and our programs, please visit our website at <http://www.uaf-africa.org/>.