



FOR WOMN'S HUMAN RIGHTS

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| <b>Position Title</b>            | <b>Partnerships &amp; Development Research Intern</b> |
| <b>Position Location</b>         | Harare, Zimbabwe Office                               |
| <b>Reporting to</b>              | <b>Head Partnerships &amp; Development</b>            |
| <b>Contract Type</b>             | Fixed Term  |
| <b>Start Date</b>                | April 2023  |
| <b>Vacancy Announcement Date</b> | 01 March 2023   |
| <b>Applications Closing Date</b> | 16 March 2023   |

### **Who we are**

Urgent Action Fund (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. We are a part of an ecosystem of feminist and womn's movements in Africa and globally. In character, we are bold, courageous, proactive, responsive, creative, rigorous, curious, alert, agile, imaginative, grounded, consistent, and reliable. As a rapid response Fund, we are ready, alert, and agile to respond to and prioritise the urgent needs of womn in various movements. Registered in Kenya and Zimbabwe and operating as a virtual organisation, the Fund boasts of strategic presence in Africa's five sub-regions- East Africa: Nairobi & Makuyu-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 & Abuja-Nigeria and Parakou-Benin and Yaoundé and Doula Cameroon and Lomé, Togo. 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 democratic governance, economic, environmental and climate justice, natural resources governance and conflict transformation while protecting their personhood, integrity, and rights.

## **Position Overview**

Reporting to the Head - Partnerships and Development, the Partnerships and Development Research Intern will support the Partnerships and Development team with administration, documentation, research and analysis. The Intern will proactively seek information on developing trends in Africa and globally for UAF-Africa's philanthropic advocacy, proposal development and strategic communications.

## **Specific Responsibilities**

The incumbent will assist the Partnerships and Development team as follows:

## **Program Duties**

- Use multiple streams of data within UAF-Africa programme units to produce quarterly updates on the impact of UAF-Africa's work for external audiences including donors, grantees and the public.
- Work with the relevant portfolios to develop an annual context and trends analysis for the Fund.
- Research, collate and write captivating content and stories of change from UAF-Africa's grantmaking narratives and grantees' work for funding partner reports, UAF-Africa's website and social media platforms.
- Conduct internal analysis of UAF-Africa's grants to determine level of success and produce quarterly internal updates and reflections on the successes of grants as well as identify areas of improvement.
- Conduct research on specific issues and subject areas related to UAF-Africa's programming interests.
- Support in compiling data for reviews and report(s) writing purposes
- Write articles, blog, manuscripts and presentations based on UAF-Africa's programming.
- Develop and maintain the UAF-Africa research and reporting database ensuring easy retrieval in organization's shared area (i.e., SharePoint).

**Support Duties:** The Intern will also provide administrative support to the portfolio and UAF-Africa.

- Assist with administrative and logistics needs of the portfolio in regard to setting up and organising meetings, conferences and convenings.
- Offer support functions within the Harare Office that might arise within the office and from various portfolio's i.e., minute taking, printing, scanning, filing and other such clerical duties.
- The research attaché will also be expected to perform any other ad-hoc duties as assigned that fall within these parameters.

## **Qualifications**

- Degree in Social Sciences, Women's Studies, Political Sciences, International Development, Law or related fields
- French Language skills an advantage

## **Skills and Experience**

- At least one - two-year's experience in research and development is required.
- Excellent computer and organizational skills.
- Excellent communication and research 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 an added advantage
- Ability to multitask and turn around tasks in a timely manner.

## **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.peopleshr.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/>.

