



FOR WOMN'S HUMAN RIGHTS

<b>Position Title</b>	Knowledge Leadership Intern
<b>Position Location</b>	Flexible/Remote - Africa
<b>Reporting to</b>	Knowledge Leadership Senior Programme Officer
<b>Contract Type</b>	6 Months Renewable
<b>Start Date</b>	October 2023
<b>Vacancy Announcement Date</b>	25 August 2023
<b>Applications Closing Date</b>	10 September 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's human rights defenders and their formations as an act of solidarity. We are a part of the 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, Parakou- Benin, Yaoundé and Doula Cameroon, Lomé, Togo and Accra-Ghana. 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 women's agency in democratic governance, economic, environmental and climate justice, natural resources governance and conflict transformation while protecting their personhood, integrity, and rights.

### **Objective of the Knowledge Leadership Programme**

The objective of the Knowledge Leadership programme is to work with others to build a culture of learning within and external to UAF-Africa for deeper consciousness, consistently

theorising and articulating a feminist, pan Africanist perspective and translating this to solidarity and action.

## **Position Overview**

The Knowledge Leadership Intern will support the knowledge leadership programme to ensure that documentation, learning, research and information management projects (ongoing and new) are timely executed. The candidate reports directly to the Knowledge Leadership Senior Programme Officer.

## **Specific Responsibilities**

### **Information Management**

- Provide logistical support in organising both physical and online meetings with Feminist Republik Registry Partners and advisors;
- Respond to queries from Registry Partners in consultation with the Supervisor;
- Collect and upload data collection forms from Registry Partners.

### **Research and documentation**

- Provide support in developing interviewee lists for different research projects;
- Provide logistical support in scheduling both online and physical interviews;
- Provide support in conducting interviews when needed;
- Support the Supervisor in identifying potential research partners.

### **Qualifications**

- Bachelor's degree in womn's studies, social sciences or related fields.
- Proficiency in written and spoken English and French are mandatory. Arabic or Portuguese language skills are an added advantage.
- Previous research experience focusing on womn's rights, human rights or social justice issues generally is an advantage.

### **Skills and Experience**

- At least 1 year experience in research and knowledge generation.
- 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 womn's rights issues, particularly in politically unstable and post conflict African settings.
- Familiarity with the womn'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.

### **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 the selected candidate's African country of resident.

### **How to Apply**

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

<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/>.