



FOR WOMN'S HUMAN RIGHTS

Position Title	Solidarity & Support Programme Intern - Francophone
Position Location	Flexible/Remote – Francophone Africa
Reporting to	Solidarity & Support Programme Officer-Francophone
Contract Type	6 Months Renewable
Start Date	July 2024
Vacancy Announcement Date	14 June 2024
Applications Closing Date	Open until filled

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 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, Madagascar, Johannesburg & Cape Town- South Africa, and West Africa: Benue State & Abuja- Nigeria and Cotonou & Parakou- Benin and Yaoundé and Douala 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 women’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

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 & management, 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.
- Liaise with formal/informal advisors and endorsers on grant proposals.
- Conduct data entry of all inquiries, requests, and grants on the grantmaking database.
- Complete due diligence research of potential grantees
- Completion and filing of grant related paperwork.
- Assist with drafting of grant making activity reports.
- Assist in the documentation process and tracking of grantmaking indicators.
- Assist in drafting of country reports as assigned.
- Carry out research for outreach missions and other UAF-Africa purposes as assigned.
- Assist in preparations and logistics for outreach and networking missions.
- Where applicable, provide 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 the manager.

Qualifications

Degree in Social Sciences, Women's Studies, Political Sciences, International Development, Law or related fields.

Fluency in French/English required.

Skills and Experience

- 2 years' experience 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 an added advantage.
- Experience working with salesforce or any other grantmaking software tool.

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 Francophone African country of residence.

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/>.