



FOR WOMN'S HUMAN RIGHTS

Position Title	3 rd Feminist Republik Festival Logistics Consultant
Position Location	Nairobi, Kenya
Reporting to	Head- Finance & Operations
Type of Contract	Consultancy - 10 Months
Advertised date	5 March 2025 – Open until filled
Start Date	Quarter II - 2025

Who we are

Urgent Action Fund-Africa (UAF-Africa) is a consciously feminist and womn’s human rights pan-African Fund 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; West/ Central Africa: Yaoundé & Douala, Cameroon; Southern Africa: Harare -Zimbabwe, Lilongwe & Blantyre -Malawi, Antananarivo, Madagascar, Johannesburg, Pretoria & Cape Town-South Africa, and West Africa: Abuja -Nigeria and Parakou & Cotonou -Benin 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

UAF-Africa is hosting the 3rd Feminist Republik Festival (3rd FRF), set to take place in Mombasa, Kenya, from 26-30 November 2025. With the bold and audacious theme of *Regenerating in Crisis: Grounding Healing and Care in the Storm*. The Festival aims

to bring together more than 600 activists from across the globe. The Fund seeks a vibrant and agile Feminist Republik Festival Logistics Consultant to provide adequate administrative and logistical support to the Fund's upcoming Festival. Reporting to the Head of Finance & Operations, the incumbent will work closely with Finance and Operations, Human Resources, and Feminist Republik planning committees to ensure that the planning and preparation of the event are well coordinated and ensure the success of the Festival. The incumbent will work closely with external contractors, the events management company, and ensure that Festival participants have the information and support they need to travel, register, and be part of this flagship event.

The Position and Profile

- Oversee pre-festival registration, liaise with travel agents to support ticketing and visa processing, and coordinate with the Events company on all logistical correspondence.
- Provide logistical support during and after the Festival
- The candidate will be committed to understanding the principles of intersectional feminism. Successful candidates should be able to work in a fast-paced, rapidly changing environment with diverse stakeholders and have excellent relationship-building and interpersonal skills to build strong alliances with diverse constituencies.
- They will work closely with the Senior Operations Officer on all operational work and manage all supporting administration, including meetings, inquiry information, and providing feedback.
- The Coordinator should be able to simplify Festival logistics knowledge with excellent written and verbal communication skills.
- They should have demonstrated the capacity to think strategically and analytically, with expertise in complex problem-solving.
- The ideal candidate should have a good track record in project and program management, including extensive event management.
- They should thrive in a dynamic environment with tight deadlines and have high initiative, creativity, and resourcefulness levels.
- Risk management through identifying potential risks and developing contingency plans to mitigate them.

Major Responsibilities

Festival Pre-Planning

- Support the team in developing and managing the Festival Master Sheet including the registration system.
- Work closely with the Events company and service providers, ensuring they deliver high-quality work.
- Suggest Festival process refinements to make registration as seamless as possible.
- Process all registrations, including corresponding with participants who need language assistance and have other special needs and circumstances.
- Produce reports for the Festival teams on registration so they can track participants and speakers.
- Support the Finance team with reconciliations, including matching wire payments to registrations and tracking.

Logistical Correspondence

- Correspond on all Festival-related logistics as required, including checking flight tickets and schedule accuracy.
- Develop working relationships with travel agents and relevant government institutions to advocate for Festival participants' ETA security.
- Liaise with contracted travel agents on the best routes for visa purposes.
- Assist participants with required travel documentation.
- Systematically manage and maintain the master schedule to ensure timely updates, relevant and accurate data entry.
- In collaboration with Festival committees, they anticipate and draft helpful reminders to participants about their participation and how best to prepare.
- Oversight of onsite registration in liaison with the Events company.
- Oversight of breakaway rooms and other session spaces, working closely with all team members, ensuring staff members are well integrated into the Festival.
- Proactively troubleshooting onsite.
- Support with the setting of the marketplace and all other Festival spaces as required.

Organisational Processes and Individual Work Planning

- Proactively identifies operations and technical gaps or inefficiencies and seeks efficient solutions.

- Participate and contribute to the Festival logistics team coordination meetings.
- Participate and contribute to organizational meetings.
- Develop and monitor an individual work plan that documents the timeline, requirements, and deadlines for all tasks and deliverables related to the Festival.

Essential Knowledge, Skills, Abilities & Experience

- At least 7-10 years' experience in an event or logistics coordinating role, or relevant experience, preferably in gender justice, women's rights, or a non-profit/NGO setting.
- Experience in developing effective logistics procedures and systems, building on best practices in event planning.
- Excellent written and verbal communication skills in English (other languages an added advantage).
- Demonstrated ability to develop, coordinate implementation, monitor, and evaluate a project plan with multiple deliverables, stakeholders, and deadlines.
- Passionate about UAF-Africa's mission, committed to teamwork, achieving results, and building effective teams.
- Strong organizational skills with multi-tasking capability
- Ability to work in high-pressure situations with tight deadlines and vital planning and prioritization skills.
- High levels of initiative, creativity, and resourcefulness.
- Excellent attention to detail.
- Ability to travel locally
- Experience working remotely with other team members as well as vendors and suppliers.
- Able to absorb new skills and information quickly.
- Strong knowledge of IT or a strong base and willingness to learn, including databases, Sharepoint, Google Drive, Excel, and presentation packages.

Desirable Knowledge, Skills, Abilities & Experience

- University degree in Event Management, Business, Development, or Social Sciences, or relevant experience in lieu
- Familiarity with feminist or women's rights framework.
- Experience working in a decentralized, virtual setting.

Work Environment

- The coordinator will be based in the UAF-Africa Nairobi, Kenya Office.

How to Apply

Qualified individuals interested in applying for this role need to submit their applications to info@uaf-africa.org

With the subject line: 3rd Feminist Republik Festival Logistics Consultant

No phone calls please.

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