



FOR WOMN'S HUMAN RIGHTS

Position Title:	Transformative Partnerships & Philanthropy Officer
Department:	Transformative Partnerships & Philanthropy (TP&P)
Position Location:	Harare, Zimbabwe
Reporting to:	Director, Transformative Partnerships & Philanthropy
Type of Contract	7 months fixed term
Start Date:	July 2025
Vacancy Announcement Date	13 June 2025
Applications Closing Date	Open Until Filled

Who we are

Organisational profile

Urgent Action Fund-Africa (UAF-Africa) is a feminist and 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. Recognizing the need to move resources rapidly on a continent where opportunities and threats arise and decline quickly, UAF-Africa uses a Rapid Response Grantmaking mechanism to support unanticipated, time-sensitive, innovative, and unique initiatives that promote womn's agency in peace and political participation, social and economic power building as well as natural resources governance and stewardship. The Fund works to support African Womn Human Rights Defenders (AWHRDs), particularly in the feminist and womn's rights movements, in their actions, which enable them to support and sustain themselves, each other, and their work before, during, and after urgent situations.

UAF-Africa mobilises resources from a broad base of international and increasingly local funders committed to protecting and advancing womn's rights and feminist agendas in Africa. Our primary purpose is to provide funding to AWHRDs and their groups, organisations, and movements to help them prepare for and navigate urgent situations with appropriate actions.

UAF-Africa is registered in Kenya and Zimbabwe. Operating as a virtual organisation, the Fund boasts a strategic physical presence in **East Africa:** Nairobi, Kenya, and Kampala, Uganda; **North Africa:** Cairo, Egypt; **Central Africa:** Yaoundé & Douala, Cameroon; **Southern Africa:** Harare, Zimbabwe; Antananarivo, Madagascar; Johannesburg, Pretoria & Cape Town, South Africa; Lilongwe, Malawi; Gaborone, Botswana; **West Africa:** Abuja, Nigeria, Cotonou, Benin, and Lome, Togo.

Position Overview

UAF-Africa seeks a vibrant and agile Transformative Partnerships and Philanthropy Project Officer to translate the TP&P strategies and plans into effective pan-African and feminist movement-building resource mobilization activities. Guided by feminist principles and values, the Fund advocates for women's equality, not only as a matter of human rights but also as a fundamental prerequisite for social change, global security, and sustainable peace. In addition to its core business of Rapid Response Grantmaking, UAF-Africa also runs alliance-building and advocacy initiatives in collaboration with other social justice organizations.

Responsibilities

Resource Mobilisation and Partnership Strengthening

- Working closely with the Director of Transformative Partnerships and the Philanthropy portfolio, the Officer will support resource mobilization activities, including drafting concept notes, proposals, email communications, newsletters, and position papers.
- Develop bi-weekly updates for the team regarding progress on the Feminist Republik Festival Gungano planning.
- Organizing meetings, coordinating programmatic and logistical arrangements, not limited to drafting reports and meeting minutes, and setting action plans for follow-up.
- Researching and generating knowledge about funding opportunities and recommending the most suitable ones for advancement.

Partnership Building and Philanthropy

- Assist in coordinating and planning for the Healing Farm visit in November.
- Developing a tracking sheet for the RSVP list for the Feminist Republik Festival and the Gungano.
- Facilitate quick communication and planning for the Feminist Republik Festival and Gungano.
- Organize meetings and webinars with funding partners by preparing invitations and agendas.
- Support communications and media engagement efforts for the TP&P Director by drafting articles, blogs, and internal documents.

Other Responsibilities

- Assist with programme presentations of Transformative Partnerships & Philanthropy.
- Any other duties assigned by the Director of Transformative Partnerships & Philanthropy.

Qualifications

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

Skills and Experience

- A minimum of 4-7 years' experience in partnership development, proposal development, and donor reporting for Feminist Funds, Individual Givers, Bilateral Governments and Private and Public Foundations.
- Expert in human rights/social justice/development funding and grants management.
- Excellent knowledge and understanding of UAF-Africa's core mandate and vision.
- Passionate about UAF-Africa's mission, committed to teamwork, and achieving results.
- Individual with an unwavering commitment to feminist and social justice individual and organisational principles and values.
- Experience working in a multicultural team.
- Strong feminist and social justice conceptualisation and analytical skills.
- Progressive gender equality/women's rights and/or social justice experience and knowledge at the international level, particularly work experience in developing countries.
- Excellent time management skills and ability to work quickly and efficiently (under pressure), especially when facing tight deadlines.
- Strong oral and writing skills, in English (French or Arabic linguistic skills an advantage);
- Excellent inter-personal, public speaking, and negotiation skills.
- Computer literacy skills a must.

Work Environment

This is a regional position that involves some national, regional, and international travel. UAF-Africa is an equal opportunity employer that does not discriminate in its hiring practices. UAF-Africa actively seeks a diverse applicant pool to build the strongest possible workforce. The Fund is committed to creating an inclusive environment for all employees. **The position will be based in Harare.**

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/>