



FOR WOMN'S HUMAN RIGHTS

Position Title	3 rd Feminist Republik Festival Bilingual (French/English) Logistics Assistant
Position Location	Nairobi, Kenya
Reporting to	Senior Operations Officer
Type of Contract	Consultancy – 4 months
Advertised date	Open until filled
Start Date	September 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; North Africa: Cairo-Egypt; Southern Africa: Harare -Zimbabwe, Lilongwe-Malawi, Antananarivo, Madagascar, Johannesburg, Pretoria & Cape Town- South Africa, Gaborone- Botswana and West Africa: Abuja - Nigeria and 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

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. With diverse participation from Francophone and Anglophone countries, seamless communication and participant support is essential to the success of the Festival. To enhance the guest experience, the Festival seeks the services of a bilingual French/English-speaking Logistics Assistant to provide timely, accurate, and professional assistance to participants throughout the event. Reporting to the Senior Operations Officer, 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.

Objective of the Role

The objective of this role is to ensure smooth communication and support for French-speaking participants by managing the Help Desk, responding to inquiries, pre and during the Festival.

Scope of Work / Responsibilities

- Serve as the first point of contact for bilingual English/French participant inquiries regarding Festival logistics and preparation.
- Provide information (in French) on event schedule, venue layout, transportation, accommodation, dining, and other logistics.
- Maintain a daily record of inquiries and resolutions for reporting.
- Translate Help Desk communications (written and verbal) between French and English where required.
- Support real-time translation for participants seeking logistical clarity.
- Provide support as needed to French speaking participants via phone, email & in person as briefed.
- Work closely with the Festival team to escalate and resolve issues promptly.
- Report daily to the assigned supervisor on key participant needs and recurring issues.
- Support the implementation of accessibility measures for French speaking participants with special needs.

Deliverables

- Daily log of Help Desk inquiries, responses, and resolutions.

- Final summary report highlighting common participant concerns and recommendations for future festivals.

Duration of Assignment

The assignment will run from 1st September to 11th December 2025 to allow for pre-event preparation and post-event support.

Required Qualifications & Competencies

- University Degree in Event Management, Business, Development, or Social Sciences, or relevant experience in lieu
- At least 3 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 working in a decentralized, virtual setting.
- **Fluency in both French and English (spoken and written) are mandatory**
- Proven experience in customer service, hospitality, event management, or help desk roles.
- Excellent communication and interpersonal skills.
- Strong organizational and problem-solving abilities.
- Ability to work under pressure in a fast-paced, multicultural environment.
- Knowledge of feminist spaces and sensitivity to diversity, equity, and inclusion principles is an added advantage.

Reporting & Supervision

The Bilingual Logistics Assistant will report directly to the Senior Operations Officer and will work closely with the Registration Team, Volunteers, and the Festival Secretariat.

Work Environment

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

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/>