

URGENT ACTION FUND + AFRICA

FOR WOMEN'S HUMAN RIGHTS

Position Title	Sustaining Defenders Programme Assistant- Civic Engagement, GBV & SRHRJ
Position Location	Remote – Francophone Africa
Reporting to	Sustaining Defenders Senior Programme Officer- Civic Engagement, GBV & SRHRJ
Contract Type	2 Year Fixed Term
Start Date	May 2026
Vacancy Announcement Date	27 March 2026
Applications Closing Date	Open until filled

Who we are

Urgent Action Fund-Africa (UAF-Africa) is a consciously feminist and women's human rights pan-African Fund, registered in Kenya and Zimbabwe. Operating as a virtual organization, the Fund boasts of strategic presence in Africa's five sub-regions- East Africa: Nairobi- Kenya, Kampala- Uganda; Southern Africa: Harare- Zimbabwe, Lilongwe- Malawi, Antananarivo- Madagascar, Johannesburg, Pretoria & Cape Town- South Africa, Gaborone- Botswana; and Central Africa: Yaoundé & Douala - Cameroon. Recognizing 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 Sustaining Defenders Programme Assistant supports the timely financial and technical responses to the needs of women's rights activists and organisations, aiming to advance women's rights across Africa with a specific focus on Civic Engagement, GBV, and SRHRJ. The incumbent will support the

awarding of grants to Women's Rights Organisations and defenders, and maintain relationships with grantees, advisors, and African women human rights defenders.

Specific Responsibilities

- Assist in reviewing grant requests and prepare checklists, ensuring they align with internal grantmaking procedures and the specified Funder obligations.
- Coordinate with the Fund's advisors, fiscal hosts, and endorsers to provide the necessary information, including endorsements on grant proposals.
- Complete due diligence research of potential grantees, including participating in the due diligence meeting and submitting due diligence reports.
- Assist with drafting the activity reports for Sustaining Defenders' portfolios.
- Assist in preparing reports on country-specific context analysis and grants analysis.
- Assist with preparations and logistics for outreach and community engagement missions, including conducting research to inform them.
- Provide translation assistance for grant requests and communication, translating between French and English.

Qualifications

- Degree in Social Sciences, Women's Studies, Political Sciences, International Development, Law, or related fields.
- Fluency in French and English required.

Skills and Experience

- At least two to three years of experience in grantmaking is required.
- Excellent organisational skills and ability to multitask.
- Excellent communication and organisational skills.
- 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.
- Excellent time management skills and ability to produce quality work with minimal supervision.
- Excellent inter-personal, public speaking, writing, and analytical skills.
- Passionate about UAF-Africa's mission, committed to teamwork, and achieving results and building effective teams.
- Experience working in a virtual work environment an added advantage.
- Experience working with Salesforce or any other grantmaking software tool.

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. 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 will be based in the selected candidates Francophone African country of resident.

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/>