

URGENT ACTION FUND + AFRICA

FOR WOMEN'S HUMAN RIGHTS

Position Title	Sustaining Defenders Programme Intern - Francophone
Position Location	Flexible/Remote – Francophone Africa
Reporting to	Sustaining Defenders Senior Programme Officer- Francophone
Contract Type	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 Intern will help provide timely financial and technical responses to the needs of women's rights organizations and women activists, aiming to advance women's rights across Africa. This will involve

effective research, evidence collection, translation, data entry, management, and engagement with grantees within the Sustaining Defenders' portfolio.

Specific Responsibilities

- Serve as the initial point of contact for applicants and provide prompt communication.
- Receive, acknowledge, and assign grant applications for review by the grants review committee.
- Support in coordinating with the Fund's advisors and endorsers to provide the necessary information, including endorsements on grant proposals.
- Complete due diligence research of potential grantees, including organizing online due diligence meetings.
- Support in communicating grant decisions to grantee partners, including documenting the decisions in the grantmaking database.
- Conduct data entry of all inquiries, requests, and grants on the grantmaking database.
- Where applicable, provide language translation of grant requests and communication material within the Sustaining Defenders portfolio.

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 one to two 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.
- Passionate about UAF-Africa's mission, committed to teamwork, and achieving results and building effective teams.
- Excellent inter-personal, public speaking, writing, and analysis 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/>.