

URGENT ACTION FUND + AFRICA

FOR WOMEN'S HUMAN RIGHTS

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| Position Title | Transformative Partnerships & Philanthropy Intern |
| Position Location | Harare, Zimbabwe Office |
| Reporting to | Director, Transformative Partnerships & Philanthropy |
| Contract Type | Fixed Term |
| Start Date | April 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; 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

Reporting to the Director, Transformative Partnerships and Philanthropy, the Transformative Partnerships & Development Intern will support the team across administration, documentation, research, and analysis. The role focuses on contributing to proposal development, partnership engagement, and the preparation of key materials, while strengthening internal knowledge and coordination.

The Intern will also proactively track and synthesise emerging trends across Africa and globally to inform UAF-Africa's philanthropic advocacy, strategic positioning, and communications. This role offers an opportunity to gain exposure to pan-African philanthropy and partnership-building while advancing equitable, movement-centred resourcing approaches.

Specific Responsibilities

Program Duties

- Support the collection, analysis, and synthesis of data across UAF-Africa's programme units to produce quarterly impact updates for external audiences.
- Work with relevant portfolios to contribute to the development of annual context and trends analyses for the Fund.
- Research, collate, and develop compelling stories of change from UAF-Africa's grantmaking and grantee partners for donor reports, the website, and social media platforms.
- Contribute to the development of communications materials, including articles, blogs, social media content, presentations, and briefing notes that reflect programme impact and learning.
- Support the drafting and packaging of content for strategic communications and philanthropic advocacy.
- Conduct internal analysis of grants to assess performance, identify successes, and highlight areas for learning and improvement.
- Undertake research on thematic issues aligned with UAF-Africa's programming priorities.
- Support data compilation and organisation for reporting, reviews, and knowledge products.

Support Duties: The Intern will also provide administrative support to the portfolio and UAF-Africa.

- Provide administrative and logistical support to the portfolio, including coordinating and organising meetings, conferences, and convenings for the TP&P Director.
- Support general office operations within the Harare Office, including minute-taking, printing, scanning, filing, and other clerical functions as required across portfolios.
- Assist with coordinating and following up on internal processes to ensure the team's day-to-day operations run smoothly.
- Undertake additional ad-hoc tasks as assigned, in line with the scope of the role and organisational needs.

Qualifications

- Degree in Social Sciences, Women's Studies, Political Sciences, International Development, Law or related fields
- French Language skills an advantage

Skills and Experience

- At least one to two years of experience in research and development is required.
- Excellent computer and organisational skills.
- Excellent communications and research skills.
- Flexibility and willingness to travel as and when required.
- 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.
- Excellent inter-personal, public speaking, writing skills.
- Ability to multitask and turn around tasks in a timely manner.

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 **Harare, Zimbabwe.**

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 applicants, 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/>.