

URGENT ACTION FUND + AFRICA

FOR WOMEN'S HUMAN RIGHTS

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| Position Title | Transformative Partnerships & Philanthropy Coordinator |
| Portfolio | Transformative Partnerships & Philanthropy |
| Position Location | Harare, Zimbabwe |
| Reporting to | Transformative Partnerships & Philanthropy Director |
| Contract Type | 2 years fixed term |
| Start Date | May 2026 |
| Vacancy Announcement Date | 1 April 2026 |
| Applications Closing Date | 30 April 2026 |

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 three 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

UAF-Africa seeks a Transformative Partnerships & Philanthropy Co-ordinator who will translate UAF-Africa's strategic plans into effective pan-African and feminist social justice movement-building initiatives. The Transformative Partnerships & Philanthropy Coordinator must have field experience in resourcing, managing, and implementing gender-based violence and women's rights programs in Africa. The Coordinator will support the resource mobilisation of the Fund's strategic compass, focusing on bilateral governments, private foundations and the private sector.

Responsibilities

Resource Mobilisation and Philanthropies Strengthening

- Coordinate cross-functional teams for proposal development, grant implementation, and donor reporting.
- Direct proposal development efforts to ensure full alignment with UAF-Africa's resource mobilisation strategies.
- Conduct donor mapping and strategic research focused on institutional funding and programme priorities.
- Identify and advance high-impact programmatic and funding opportunities.
- Provide regular updates on grant pipeline progress, donor compliance, and due diligence to internal and external stakeholders.
- Identify and escalate grant performance issues early to ensure effective risk management and mitigation.
- Develop and implement rigorous project plans and timelines for donor funded projects and programmes.
- Execute monitoring, evaluation, and learning for resource mobilization to produce actionable analyses and lessons learned.
- Conceptualise innovative initiatives that engage and leverage diverse philanthropic actors.

Project Management

- Update and implement the Transformative Partnerships & Philanthropy strategy to expand organisational reach and impact.
- Manage multiple project plans and timelines in strict accordance with donor regulations and due diligence.
- Provide technical support and program management to implementing partners on GBV and gender equality programming.

- Lead programme coordination through proactive local partnership engagement and monitoring.
- Deliver accurate, high-quality donor and internal reports derived from field-level data
- Monitor and track consortium expenditures to ensure timely, compliant project implementation and donor reporting.
- Cultivate strategic partnerships through active networking with local, regional, and international stakeholders.

Other Responsibilities

- Support the development of periodic strategic reports for internal/external communications to the team and other stakeholders.
- Assist with programmes, public outreaches, press releases and public presentations of UAF-Africa's work, especially on collaborative initiatives.
- Any other responsibilities as assigned by the Transformative Partnerships & Philanthropy Director.

Qualifications

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

Skills and Experience

- A minimum of 10 –12 years' experience leading and managing complex donor-funded consortia on women's rights and gender equality. GBV programming and grant-making expertise essential.
- Excellent knowledge and understanding of UAF-Africa's core mandate and vision.
- Passionate about UAF-Africa's mission, committed to teamwork, and achieving results.
- Activist with an unwavering commitment to feminist individual and organisational principles and values.
- Experience working in a multicultural team.
- 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 interpersonal, public speaking, and negotiation skills.
- Balanced and intuitive decision-making.
- Good understanding of electronic communications and standard office computer software.

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. 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 Harare, Zimbabwe.

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/>