



FOR WOMEN'S HUMAN RIGHTS

Position Title	Programmes Administrative Support Intern
Position Location	Remote - Africa
Reporting to	Programmes Director
Contract Type	6 Months Renewable
Start Date	May 2026
Vacancy Announcement Date	16 April 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 organisation, 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. 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

The Programmes Administrative Support Intern will conduct a range of programme, and administrative tasks across the programme's portfolio of the Fund. The position will support the coordination of diverse projects ongoing within the Fund to ensure timely and quality delivery of high professional standards. Reporting to the Programs Director, the role will provide administrative and project coordination support independently with the overall objective of achieving the Fund's program goals.

Specific Responsibilities

- Supports information synthesis to generate trends on key programmatic areas.
- Supports in the documentation of programmes learnings and successes.
- Supports existing systems to monitor and track various programmes, delivery, and compliance obligations.
- Supports the development of programmatic briefs and reports.
- Supports coordination of the Programmes calendar including identifying key milestones and deadlines and flag follow-up.
- Assists in organising and coordinating programme internal and external meetings/events including scheduling and documentation of discussions.
- Provide logistical support in organising programmes' related events/meetings and any other related activities/initiatives.

Qualifications

Degree in Social Sciences, Women's Studies, Political Sciences, International Development, Law or related fields.

Skills and Experience

- At least 1 year of experience in supporting the coordination of projects, especially on the administrative front
- Excellent organizational skills (including organizing processes) and ability to multitask.
- Excellent written and verbal communications in English. French is a plus.
- An understanding of gender equality and women's rights issues, particularly in Africa is a plus.
- Ability to perform detailed work, frequently and/or to handle a large volume of work systematically, optimally, and accurately.
- Able to identify project needs, develop a detailed timeline for completion, oversee schedules, and milestone management.
- Ability to contribute on a team and coordinate assignments to achieve common goals.
- Excellent interpersonal, public speaking, writing, and negotiation skills.
- Experience working in a virtual work environment is an added advantage.

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 African country of residence.

How to Apply

Candidates interested in applying for this role need to register on the 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/>.