



FOR WOMEN'S HUMAN RIGHTS

Position Title	Feminist Knowledge Leadership Assistant
Position Location	Remote- Africa
Reporting to	Feminist Knowledge Leadership Coordinator
Last date to apply	Open until filled
Contract Type	2 years Fixed term contract
Start Date	As soon as possible
Vacancy Announcement Date	18 June 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 organisation, the Fund boasts of strategic presence in Africa's four sub-regions- North Africa: Cairo, Egypt; 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 Feminist Knowledge Leadership (FKL) Assistant contributes to the coordination and implementation of UAF-Africa's feminist knowledge production, research, learning, documentation, and monitoring activities. The role supports the delivery of the organisation's Knowledge Leadership Strategy by coordinating research and documentation processes, contributing to the development of learning products, managing Registry partnership workflows, providing substantive support to MEAL functions, and assisting with the coordination of the Feminist Republik platform and Festival processes. The FKL Assistant is expected to take ownership of defined workstreams under the guidance of the FKL Coordinator.

Specific Responsibilities

Feminist Knowledge Production & Research Support

- Coordinate feminist research, learning, and knowledge production processes from planning to completion, flagging risks and tracking progress against agreed workplans.
- Assist with the development of research methodologies, ToRs, ethical documentation frameworks, and thematic knowledge products, and contribute to their review and quality assurance.
- Provide editorial and substantive support in the preparation of research reports, learning pieces, publications, and trend analyses, including contributing to drafting and review.
- Conduct desk research, literature reviews, stakeholder mapping, and documentation of feminist organising practices and movement trends, and synthesise findings into accessible learning outputs.

Feminist Republik Learning & Documentation Support

- Coordinate learning and documentation processes related to the Feminist Republik Festival, and related convenings, ensuring timely delivery of documentation outputs.
- Facilitate or co-facilitate interviews, focus group discussions, reflective dialogues, and learning convenings with appropriate feminist methodological grounding.
- Lead the preparation of synthesis notes, learning briefs, impact stories, reflection pieces, and narrative reports, with oversight from the FKL Coordinator.
- Ensure that all documentation processes uphold feminist principles of care, dignity, consent, and narrative justice.

Registry Partnership Support

- Coordinate communication and engagement with Feminist Republik Registry partners, maintaining active and consistent follow-up on data submission, MoU compliance, and partnership deliverables.
- Maintain and update Registry partnership documentation, MoU trackers, and partner engagement records, and flag issues to the FKL Coordinator in a timely manner.
- Lead data submission follow-ups and conduct thematic review and quality checks of Registry datasets, in collaboration with relevant team members and the MEAL team.
- Coordinate advisory committee logistics, prepare meeting materials, and maintain documentation of decisions and follow-up actions.

MEAL Support

- Support the FKL Coordinator and the MEAL team in data collection, extraction, and compilation tasks for biannual and annual reporting cycles.

- Code and enter Registry grantee reports in designated data management systems accurately and in a timely manner, in accordance with established protocols.
- Assist in extracting and analysing data from programme reports and organisational documentation to support trend analysis, grant tracking, and organisational learning.
- Support the coordination of regular internal learning and knowledge-exchange processes, including preparing agendas, notes, and follow-up trackers.
- Maintain and update organisational records and data management systems, ensuring accurate and timely data entry in line with UAF-Africa's data management standards.

Festival & Convenings Support

- Coordinate administrative and logistical aspects of the Feminist Republik Festival and other FKL convenings, ensuring smooth delivery across planning and implementation phases.
- Contribute substantively to concept note development, agenda preparation, contributor coordination, and session planning, and take ownership of specific components as assigned.
- Support communication and logistics with facilitators, healers, participants, consultants, and service providers.
- Assist in event documentation, synthesis processes, and preparation of post-event reports and learning summaries.

Qualifications

- Bachelor degree Women's Studies, Gender Studies, Social Sciences, Political Science, International Development, Law, Communications, Research, or related fields.

Skills and Experience

- Minimum of 3 years relevant experience for degree holders, with demonstrable experience in at least two of the following areas: feminist research or knowledge production, programme coordination, MEAL support, or documentation and learning in an NGO or civil society context.
- Strong writing, editing, and communication skills, including the ability to produce clear, audience-appropriate outputs in English.
- Strong organisational and coordination skills, with the ability to manage multiple workstreams, prioritise independently, and meet deadlines in a remote team context.
- Solid understanding of feminist principles, gender equality, social justice, and women's human rights, with the ability to apply these to research, documentation, and knowledge production work.
- Ability to work collaboratively and effectively within multicultural, virtual, and fast-paced environments.

- Demonstrated integrity, accountability, confidentiality, and attention to detail, with a proactive approach to problem-solving and quality assurance.
- Familiarity with data management and MEAL tools and systems, including database entry, reporting platforms, and basic data analysis tasks.
- Deep commitment to feminist principles, collective care, and movement solidarity, with an understanding of the political and ethical dimensions of knowledge work in African civil society contexts.

Work Environment

This is a regional position that involves some national and regional 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 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 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/>.