

Job Description

Power Up! Programme Officer

Location: Remote, with a preference for being based in Africa

Position: Independent Contractor, 30 hours/week

Deadline for applications: July 14 (Friday), 2023

Reports to: Senior Programme Manager, Power Up!

ABOUT GENDER AT WORK AND POWER UP!

Gender at Work (G@W) is an international organisation that works in partnership with activists and researchers to bring together new knowledge on deep structures of inequality and discriminatory social norms to address both formal and informal barriers to gender equality in organizations and in communities.

As part of the Power Up! Consortium, a five-year, strategic partnership funded by the Dutch Ministry of Foreign Affairs, **Gender at Work** works in alliance with JASS (Just Associates) and PEKKA (Yayasan Pemberdayaan Perempuan Kepala Keluarga) to provide funding and support to in-country partners in Africa, the Middle East and North Africa as well as India to build, organize, mobilize and transform the power of women human rights defenders, including their organisations and networks, in three strategic areas:

- **Bodies:** Prevention and elimination of sexual and gender-based violence against women and girls
- **Voice:** Strengthening women's leadership and women's participation in (political) decision-making
- **Resources:** Strengthening women's economic strategies for economic resilience and stability, including access to and control of resources and land.

Through catalytic funds, Gender at Work supports women's rights organisations in six countries: India, Lebanon, Mozambique, Palestine, South Africa, and Tunisia to amplify the voices, agency and leadership of constituencies that have been marginalized in their communities and in social movements, including feminist movements, such as LBQTI+ women, women living with HIV, sex workers, women workers as well as rural and Indigenous women.

CONTEXT OF THE ROLE

In the context of Power Up!, in 2023, Gender at Work is expanding and deepening its support to organisations or networks led by LBQTI+ people or communities in Benin, Mozambique, Rwanda and Tunisia that work to increase LBQTI+ rights protections at national and/or regional level; eliminate gender-based discrimination and violence, strengthen LBQTI+ leadership and meaningful participation in advocacy and policy spaces as well as in public/community life; enhance livelihoods as well as access to and control of resources and land.

Gender at Work is seeking a passionate, motivated and collaborative Programme Officer to oversee and support our advocacy and programme partnerships with LBQTI+ organisations in Benin, Mozambique, Rwanda and Tunisia.

KEY AREAS OF RESPONSIBILITY

Programme, Capacity Building and Accompaniment

- Advise on key actors, strategic issues, discourse and trends facing LBQTI+ organisations and movements, nationally (in the countries listed above), regionally and globally.
- Manage the relationship with G@W's LBQTI+ partner organisations by maintaining regular communications, resolving questions and issues, identifying opportunities for joint collaboration and advocacy, facilitating access to reflection and learning spaces for Gender at Work partner organisations; including at the Consortium level.
- Support the PU! Consortium annual planning process, including soliciting and reviewing partners' annual workplans and annual targets.

- Track programme and financial delivery of partner initiatives through quarterly reviews of financial reports and workplans.
- Represent Gender at Work on Consortium coordination mechanisms, as assigned.

Monitoring, Evaluation & Learning (MEL)

- Conduct periodic programme monitoring, check-in calls with partners.
- Work with Senior Programme Manager to streamline annual reporting process for partners, including through the provision of guidance, tools and accompaniment support.
- Contribute to reports, particularly the Annual Narrative Report, and requests for or updates to programme data and information (e.g., the International Aid Transparency Initiative (IATI) database).
- Collaborate with the Senior Programme Manager to develop and implement a learning strategy in consultation with partners and support the design and delivery of cross-learning initiatives at Gender at Work.
- Contribute to systematizing practices for knowledge capture, knowledge generation and organisational learning.
- Provide support to evaluation activities.

Advocacy & Communications

- Coordinate with Gender at Work's Communications Manager to contribute content and maintain the Power Up! programme website and work with partners to develop communication materials to amplify partners' work, including through other social media/digital platforms (while taking every precaution to ensure personal and organisational safety and confidentiality).
- Facilitate inter-linkages among partners as well as with strategic actors/allies at national and regional level.
- Liaise with PU! Consortium Senior Advocacy Coordinator to identify key advocacy/influencing spaces and moments and support partners' engagement and participation, both substantively and logistically, at regional or international levels.

ESSENTIAL QUALIFICATIONS

- Minimum 7 years of relevant professional experience working in or with human rights organisations or grant-making institutions supporting intersectional feminism and LGBTI+ groups/networks/alliances.
- A graduate degree in Law/Human Rights, International Relations, Gender Studies or related field
- Deep knowledge of issues facing LBTQI+ and feminist movement building and organising in countries across Africa, particularly francophone countries.
- Strategic thinker, excellent judgment, and problem-solving skills, with strong attention to detail.
- Excellent relationship manager, with a track record of fostering open, trusting relationships with a wide range of stakeholders at different levels; valuing the expertise and experience of partners; navigating tensions and sensitive contexts and safeguarding confidentiality.
- Strong organisational skills and ability to prioritise and work on multiple tasks, sometimes under tight deadlines, and to work both independently and within a team.
- Excellent writing skills in English; strong oral communication and presentation skills; strong inter-personal skills with the ability to interact with people from diverse backgrounds and cultures.
- Experience working in international organisations with colleagues and partners across multiple countries, regions, and cultures.
- Fluency in both spoken and written English and French required.
- Proficiency in Microsoft Office, including Word, Excel and PowerPoint required.

ABOUT THE POSITION

This is an Independent Contractor position, requiring 30 hours/week. Salary range is USD 3,000 – 3,500/month (pro rata) depending on qualifications and experience. The term of employment is one-year, following an initial three-month probationary period. Possibility of renewal based on the availability of grant funds.

HOW TO APPLY

If you are interested in this position and meet the essential qualifications, please submit by **Friday, July 14, 2023**:

- a letter of motivation;
- your resume;
- a recent, unedited writing sample (of no more than 5 pages);
- and the names and contacts of two professional references.

Applications should be sent to Ghada Jiha, Senior Programme Manager at ghada@genderatwork.org. Please include 'PU! **Programme Officer**' in the subject line. Only applicants invited for interviews will be contacted.