



POSITION: Programs Officer: Operations and Focal Point: West, East, South, Central Africa (WESCA) Region

REPORTING TO: Co-Managers

REMUNERATION: USD 46 000 annual

LOCATION: Flexible, preferably in West, East, South or Central Africa

START DATE: November 2023



Background

Founded in 2010, FRIDA | The Young Feminist Fund is the only youth-led fund focused exclusively on supporting young feminist activism to advance social justice movements and agendas across the globe. We believe in the collective power, expertise, and innovation of young feminist organizers to address root causes and structures of inequality in order to create lasting change in their communities. To this end, FRIDA:

- Provides small flexible grants to fund initiatives led by young women and trans youth under 30 years old with small flexible grants for core support, selected through an annual participatory review process.
- Offers opportunities for capacity development that are accessible and responsive to the needs of young feminist organizers, and based on linking and learning relationships that strengthen networks of young feminist activists within multigenerational movements;
- Mobilizes resources from both traditional and non-traditional sources, with new and modern methods, to enhance the quality and quantity of funding for women's human rights; and
- Builds knowledge for advocacy to ensure financial and non-financial policies are inclusive and responsive to the priorities articulated by young women, girls, and trans youth.

About the Role

The Program Officer is responsible for key operational aspects of FRIDA's work, playing a key role in the planning and implementation of FRIDA's grantmaking processes. They will also act as a Focal Point, engaging grantee partners in the West, East, South and Central Africa (WESCA) region. The Program Officer will be supervised by FRIDA's Co-Manager of Programs or a Senior Officer of Operations and work closely with the programs team. As a small team, the Program Officer works closely with all staff team members. This is a full-time position.

Operational Work

- Support, under the supervision of the Senior Operations Officer, the implementation of operational procedures that reflect FRIDA's values and principles;
- Support and troubleshoot all matters associated with programs operations and systems, including but not limited to grantmaking platform issues, accessibility of processes, and usability of systems;
- Support with the creation and strengthening of the operational aspects of FRIDA's grantmaking processes, namely the annual renewal of core grants, special grantmaking and Call for Applications;

- Contribute to the building, evaluation and improvement of operational processes and systems on an annual basis to optimize the experience for FRIDA community members (applicants, staff, advisers, grantee partners, etc);
- Promote innovation and efficiency of FRIDA's processes by implementing improved operational procedures;
- Maintain and analyze all operational data;
- Support the development of resources and trainings about FRIDA's grantmaking operations and systems for FRIDA community members;
- Document all learning and knowledge about the operational processes and systems, contributing to FRIDA institutional memory.

Grantee Partner Engagement

- Focal point for grantee partners in WESCA during the call for proposals, renewals and special grant processes. Assist with documentation, monitoring and evaluation and other communication and collaboration related to these processes;
- Focal point for grantee partners in the WESCA accompaniment program and other capacity strengthening initiatives;
- Provide support to advisors in WESCA region with orientation and regular communication to ensure successful journey in FRIDA Community;
- Provide logistical support to organize FRIDA community gatherings and convenings within WESCA
- Attend and/or support the preparation of FRIDA convenings, learning visits and special projects related to the WESCA region.
- Support with grantee partners' data collection and analysis

Required Experience

- Young feminist with at least two years of activist or professional experience in planning, implementing, and operationalising programs or initiatives led by or about young feminists.
- Experience with building and maintaining administrative and operational processes in complex projects or programs
- Experience working on women's rights, LGBTQA+ rights and youth issues and good working knowledge of social justice movements globally;

Required knowledge

- Demonstrated understanding of the strengths, needs, opportunities, and challenges of young feminist groups, in your context and/or globally, in advancing social justice movements and agendas;
- Knowledge of and networks related to young feminist activism in local, regional, national and/or global contexts;
- Knowledgeable about feminist organizing at the regional and/or international level;
- University degree or related experience in international development, project management, community development, gender studies or a related social science field.

Required Expertise & Skills

- Fluency in English
- Can work independently and support participatory decision-making and consultation processes
- Can support complex processes on an operational level; building and maintaining relevant systems to promote efficiency and care
- Comfort in working with colleagues dispersed around the globe in various time zones.
- Strong attention to detail, and ability to multi-task and problem-solve
- Excellent logistical skills

- Demonstrate sensitivity and appreciation for diverse viewpoints and different communication styles in a politically and culturally diverse environment
- Willingness and ability to travel internationally
- Passion about young feminist organizing and participatory practices
- Proficiency in Microsoft Office and enthusiasm for online technology and information management systems
- Familiarity and proven experience working with databases

Desired but not essential

- Experience working in a women's funds or an international organization with staff in multiple countries and/or grassroots young feminist collectives
- Experience working with grantmaking management software
- Experience with grantmaking processes
- Ability to communicate in French or another FRIDA language, especially Spanish, Portuguese, Russian, or Arabic

FRIDA Community Will Support You

- Based on your needs, FRIDA will provide a tailored orientation process and training on current programmatic systems, structure, processes, and other training opportunities.

How to apply

Interested applicants should submit the following by e-mail to thereza@ngorecruit.com quoting reference number :

- A CV in word or PDF format (please include 3 references)
- A 1-page cover letter outlining how your skills and experience align with FRIDA's mission and the unique qualities you will bring to this role.

Application Deadline:

Interested applicants are encouraged to **apply ASAP**. Only shortlisted candidates will be contacted. For more information about FRIDA, visit their [website](#) and [LinkedIn](#) account.