



The African Women's Development and Communication Network

African Women's Development and Communication Network (FEMNET)

Position Advertised: Programme Officer- Economic Justice (Ref : PO-EJ/07/2019)

Reporting to: Head of Advocacy

Location: Nairobi, Kenya

Deadline: 30th July, 2019

1. Introduction

The African Women's Development and Communication Network (FEMNET) is pan-African based, membership organisation established in 1988 to amplify African women's voices and advance women's and girls' rights and gender equality. FEMNET has over 600 members, both individuals and Women's Rights Organisations working across the African continent and diaspora to realise Gender Equality and Women and girls' human rights.

FEMNET's economic justice work focuses on the intersection of women's rights and macro level economic policy work. Macroeconomic policies continue to shape everyday realities of women and girls across the world - from inadequate access to healthcare to the burden of unpaid care work that women continue to do that subsidises economies without being reflected in national accounts. FEMNET envisions macroeconomic spaces that are transformative, responsive and inclusive towards ensuring a just, equitable and fair world for all.

FEMNET's work on economic justice was informed by a series of consultations with women's rights groups as well as African feminist economists who pointed to the need to increase capacity to influence macroeconomic policies on the continent and globally as a strategy. The academy is an intensive capacity development initiative targeting gender advocates, activists, movement leaders, journalists and networks working towards achieving women's rights and gender equality. The aim of AFMA is to deepen their understanding of how macroeconomic policies shape the lived realities of the women whose lives they are working to transform. This in turn will translate to their ability to influence mainstream macroeconomic policy processes and outcomes all the way from local to global levels. To ensure transformative impact on global, regional and national macroeconomic policies is sustained, there needs to be a deliberate investment in a critical mass of advocates that are articulate and have the tools to push for inclusive and gender transformative economies.

In light of this, FEMNET is seeking to recruit a dynamic **Programme Officer- Economic Justice** on a 2 year contract, who can help run the thematic work both administratively and content wise. The position holder will work closely with diverse teams to formulate and implement specific activities in the annual work plan for the Network in accordance to

FEMNET's contractual obligations and internal policies and procedures. PO-EJ will ensure quality reports for assigned projects are done on a timely basis meeting necessary standards and responding to strategy. The PO-EJ will work closely with the Head of Advocacy and a diverse team to mobilise resources for FEMNET.

2. Main Duties include:

- 2.1 Provide research and analysis support to the economic justice and other related portfolios
- 2.2 Conduct desk based literature reviews, data collection and analysis
- 2.3 Draft, and coordinate with the team on preparation, final editing and submission of memos, proposals, work plans, quarterly and other reports with substantive guidance
- 2.4 Assist in the coordination and implementation of the overall programme activities and events developed within the framework of the economic justice portfolio's mandate
- 2.5 Assist with activities in project implementation, including procurement, recruitment and operations' logistics
- 2.6 Identify opportunities for FEMNET to provide input into economic policy processes across the Africa region where the project is implemented
- 2.7 Assist in drafting correspondence, the preparation of presentations, speeches, web releases, and other outreach and communication materials to include managing data repositories
- 2.8 Represent FEMNET at relevant strategic events and meetings
- 2.9 Assist in the implementation of specific administrative services, ensuring consistency and timely deliveries
- 2.10 Undertake other duties as may be assigned from time to time.

3. Person Specification

This role offers a unique opportunity for an individual with a genuine passion and commitment to work for the advancement of gender equality, and women and girls' rights by leading specific actions of one of the largest and influential pan-African feminist network.

Experience, Skills competencies and qualifications:

Minimum Tangible Qualifications:

- Have a Bachelor's degree in Social Sciences, Economics, Gender, Law or any other relevant discipline from a recognised university.
- At least 2 years' related experience and/or equivalent combination and achievement against the majority of the TORs
- Demonstrate commitment and experience in gender and development and/or women's human rights organising in Africa in all of its diversity—including a commitment to African women's autonomy and choice and African Feminist Principles
- Proven research, analytical skills and ability to apply them in inter-disciplinary contexts
- Comfortable with virtual communication – through email, Skype and social media
- Strong oral and written communication skills to a wide range of audiences
- Proven interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-interest, multi-ethnic environment
- Must be detail-oriented and have the ability to multi-task under limited supervision

Preferred Qualifications:

- Master's Degree in a relevant field from a recognised university.
- Experience working at the African regional level and international levels including working with African Union Institutions/Organs and UN Bodies.
- Strong Information Technology (IT) & Information System (IS) skills, including Microsoft Office packages, ERPs etc.

Other attributes:

- Ability to break down complex information into actionable points
- Highly developed conceptual, analytical and innovative problem-solving ability
- Ability to communicate and work in both English and French will be added advantage
- Must be willing to travel frequently within Africa and internationally.
- A high level of self-awareness, initiative, sound judgement, personal energy, passion and flexibility.
- Must align with values as outlined in the Charter of Feminist Principles for African Feminists

For more information about FEMNET's work, visit our website: www.femnet.org

Remuneration: will be in line with the set procedures of the organizations which consider the experience and qualifications of the candidate.

Applications: Interested applicants should send their intent letter (not more than 2 pages responding to each major requirement), accompanied by resume with names and addresses of 3 professional referees (not more than 3 pages including telephone and e-mail) Applications are by e-mails only, sent to: recruitment@femnet.or.ke. Please indicate the reference on the subject line as **Programme Officer- Economic Justice (Ref: PO-EJ/07/2019)**, Deadline for submission of applications is on **30th July, 2019**.

Please note: Only complete applications will be reviewed, and only candidates who have been selected for interview will be contacted. The position is open to African citizens who are legible to work in Kenya, young women & women living with disability are encouraged to apply.