

**FAWE**Forum for African Women Educationalists
Forum des éducatrices africaines

Updated 23.01.2023

Job Profile: Programme Assistant**January 2023**

Job Title: Programme Assistant	Department: Programme Department
Reports To: Deputy Executive Director	Supervises: None
<p>Working Relationships: The programme assistant is a focal point to support the programme's team to deliver their mandate. The employee interacts with all programmes team members and is central to connecting the programme work. This position reports to the Deputy Executive Director.</p>	
<p>Job Purpose: To provide support to the Deputy Executive Director in programmatic and administrative tasks towards a coordinated programme team. Overall roles include documentation and filing, sharing information, coordination of meetings and provide administrative support.</p>	
<p>Key Responsibilities:</p> <p>Support to Programmes Implementation.</p> <ul style="list-style-type: none">• Support coordination of the programme staff, on implementation, monitoring and evaluation of projects as per Strategic Plan and Annual Work Programmes, may include support in leading/managing small grants projects and managing events calendar for the team.• Support development of reports including tracking, reviewing and compiling grants reports from National Chapters, compiling reports from programmes team (monthly status report and annual reports)• Assist to coordinate the application process for available scholarship opportunities in relation to FAW E programmes.• Participate in proposal development for FAW E's program funding at the Regional Secretariat and National Chapter level includes supporting research on identifying potential funders and coordinating meetings by DED/ED on resource mobilisation• Maintain an efficient filing and document retrieval system for project documents and any other relevant document. Includes assisting the DED in preparing, compiling and disseminating program materials and documents and coordinating meetings.• Coordinate and participate in programme meetings. Includes support to develop meetings calendars, send reminder, take minutes/notes and follow up on action points. <p>Administrative Support</p> <ul style="list-style-type: none">• Manage the Memorandum of grants (MOGs) matrix. This includes numbering of the MOGs, review of memos and supporting the DED to track payments made.• Manage the FAW E Alumni Database and assist in coordinating the Alumni activities across FAW E Network. Includes developing an alumni activities calendar for coordination among FAW E Chapters.• Manage DED's agenda and facilitate DED's appointments, meetings including travel and logistical arrangements.	



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- Any other tasks assigned by the DED in relation to smooth management and coordination of FAWE's work programme.

Job Requirements

Qualifications and Experience

- A bachelor's degree in Education, Gender, Development Studies, or another relevant field
- Minimum of 2 years' experience in a support function to programme implementation in an NGO or a development agency
- Understanding of education and gender issues, challenges and trends within Africa and internationally, policy influencing, community advocacy, and resource mobilisation.
- Experience in Programs, policy influencing, community advocacy, and resource mobilization would be a plus
- Mastery of English language, knowledge of French will be a definite advantage.

Behaviour Competencies

1. Communication skills (writing/editing/oral) in English. Working knowledge of French Language is an added advantage.
2. Social skills
3. Teamwork
4. Flexibility
5. Work systematically and under limited supervision.