



JOB ADVERTISEMENT FAWE: ADVOCACY AND PARTNERSHIPS ASSISTANT

About FAWE

The Forum for African Women Educationalists (FAWE) is a pan-African Non-Governmental organisation that operates through 34 National Chapters to promote gender equity and equality in education in Africa by fostering positive policies and attitudes towards girls' education.

Overview of FAWE's Vision and Advocacy Work

FAWE is a renowned thought leader in girls' and young women's education in Africa. FAWE facilitates access to quality education and training opportunities for girls and women across Africa to develop relevant skills to achieve their full potential in all realms of life. Our advocacy work focuses on integrating gender-responsive approaches and policies in African education systems to inculcate skills and competencies in girls and women to enable them to contribute to and transform their societies. FAWE believes that the entry of girls into schools, their retention, and their transition to higher levels of education make significant contributions to ending gender disparities and enhancing sustainable development in Africa.

Position Summary: FAWE seeks to recruit an Advocacy and Partnerships Assistant to work with the advocacy Unit at the Regional Secretariat in Nairobi. The Advocacy and Partnership Assistant will support steering FAWE's advocacy, policy work, and partnership enhancement. The Assistant is expected to support FAWE as the champion of policies and programmes that promote quality education and gender equality at the national and regional levels.

Contract Type: This position is on a fixed contract for one year with a possibility of extension based on funds availability and performance.

Location: The Advocacy and Partnerships Assistant will be based in the Regional Office in Nairobi, with frequent travel across the region.

Reporting to: Senior Advocacy and Partnerships Officer

Functional Relationships: Programmes Team, Other Units within FAWE, FAWE's 34 National Chapters, Civil Society Organizations, and regional and sub-regional policy bodies, among others.

Direct Reportees: None



Key roles and responsibilities:

1. Support the development and implementation of partnership and advocacy initiatives

- Coordinate implementation of advocacy programmes/projects work.
- **Support the planning and execution of creative advocacy actions** including influencing decision-makers, campaigns, lobbying, and building public support for FAWWE issues.
- Support the commemoration of International Days on Education. This includes developing concept notes, convening sessions such as webinars, and working with National Chapters to commemorate these days at the Country level.
- Preparation of advocacy team reports and various documentation relating to the activities carried out. This includes correspondence, donors' reports, and FAWWE reports (monthly/quarterly/annual reports).
- Collect, document, and disseminate successful FAWWE advocacy interventions. This includes the production of well-thought advocacy materials such as position/issue papers, outcome papers, and policy briefs.

2. Support in knowledge management and capacity development.

- **Research and Data Collection:** Conduct research on relevant policy issues, gather data from various sources, and compile information to support advocacy efforts.
- **Support in building and strengthening FAWWE partnerships** for collective advocacy and collective project delivery. This includes National contexts such as partnerships with Ministries in charge of Education and Gender.
- **Support the development of internal assessment** and recommend capacity-building needs on advocacy for the chapters.

3. Provide technical support to FAWWE's National Chapters/Partners and strengthen stakeholder engagement.

- Provide technical support assistance to FAWWE Chapter to engage with relevant advocacy stakeholders and execute appropriate interventions.
- Provide substantive support to expanding and mobilizing stakeholder engagement and facilitate interventions towards influencing National trends in education.
- Support the National Coordinator and Programs teams to strengthen the linkages between the national and regional processes that promote the education and well-being of women and girls.
- Provide support in organizing workshops/forums to facilitate the sharing of experiences with relevant stakeholders.



4. Programme Development & Management

- Provide administrative support towards the successful implementation of advocacy & partnership activities. This includes the preparation of documents such as memos, and agreements, scheduling meetings, and coordination of external contacts.
- Participate in programme meetings and related sessions to draw out research-based advocacy messages in programmes, and present advocacy updates.
- Provide any other support as required by the supervisor.

Qualification Requirements

- Bachelor's degree in Social Sciences, Education, Communications, Philosophy, Gender, Law, Project Management, or any other relevant discipline.
- At least 3 years of relevant work experience.
- Strong writing and communication skills with the ability to craft clear and concise messaging.
- Research skills and the ability to analyze complex information.
- Organizational skills with attention to detail and ability to manage multiple tasks effectively.
- Proficiency in Microsoft Office Suite and relevant data management tools.
- Conversant with the relevant policy issues and the political landscape.
- Passion for social change and commitment to the organization's mission.
- Experienced in advocacy work and human development work with NGOs, and strategic partnerships especially working within a consortium (range of stakeholders) covering more than one country.
- Work Experience or an understanding of working with the African Union, Regional Economic Communities, and Relevant National Ministries/Government Bodies is an added advantage.

Personal Attributes

- **Programme management** skills, including process management, scheduling, project control, documentation development, risk management and quality management, monitoring, and evaluation.
- **Communication skills** - Strong verbal and written communication skills - production of high-quality written work to influence policy outcomes.



- Strong networking, team building, organizational, communication, public speaking, and interpersonal skills.
- **Sound knowledge and Skills in Advocacy** - Previous experience in an advocacy role, campaign work, or related field; Knowledge of legislative processes and government relations and experience with grassroots organizing or community outreach.

Languages

- Fluency in English is required.

Application Procedure

Review of applications will begin as soon as they are received, and only complete applications will be reviewed. If an outstanding applicant is identified early in the search process, we reserve the right to appoint before the deadline. For this reason, we encourage interested candidates to apply at the earliest possible opportunity. Please submit a detailed CV and a Cover letter to the Executive Director via email address recruitment@fawe.org with the subject line **FAWE Advocacy and Partnerships Assistant** by the latest **2nd March 2025**.