



FAWE Forum for African Women Educationalists
Forum des éducatrices africaines

Programme Assistant

The Forum for African Women Educationalists (FAWE) is a pan-African non-governmental organisation that is headquartered in Nairobi, Kenya with a network of 34 National Chapters spread all over Africa, to promote gender equity and equality in education in Africa by fostering positive policies and attitude towards girl's education. FAWE is seeking to recruit a high calibre, and results-oriented individual with integrity to partner with a dynamic professional team in the position of **Programme Assistant (Duty station will be in Dakar- Senegal).**

The Role

The **Programme Assistant** will provide support to the Coordinator WASRO in programmatic and administrative tasks, and also support the FAWE programme department. The post holder will report to the **Coordinator WASRO.**

Responsibility

- Assist the Coordinator WASRO in preparing, compiling and disseminating program materials and documents.
- Manage Coordinator WASRO agenda and facilitate Coordinator WASRO appointments, meetings including travel and logistical arrangements.
- Assist to coordinate the application process for available scholarship opportunities for National Chapters.
- Provide support in developing an Alumni Database for FAWE beneficiaries and also assist in coordinating the Alumni activities across the WASRO region.
- Provide support to the programme staff, in the ongoing programme implementation, monitoring and evaluation (Strategic Plan, Annual Work Programmes)
- Participate in proposal development for FAWE's program funding at the Regional Secretariat and WASRO region.
- Support in preparation of regular technical and progress reports on NCS' programmatic activities and status and achievements made in girls' education.
- In liaison with the programme staff, ensure smooth and regular information flow between FAWE Regional Secretariat and National Chapters.
- Maintain an efficient filing and document retrieval system for project documents and any other relevant document.
- Handle all logistics of workshops, events, meetings related to programme activities including taking meeting notes, as needed.
- Support the development and / or review of concept papers to potential funding partners, Conduct market research and marketing initiatives to assess priorities and identify new opportunities for resource mobilization.
- Participate in programme review and planning meetings.
- Any other tasks assigned by the Coordinator WASRO for smooth management and coordination of FAWE's work programme.



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Qualification, Experience and Requirements

- A Bachelor's degree in Education, Gender, Development Studies, or other relevant field
- Minimum of 3 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
- Experience in Programs, policy influencing, community advocacy, and resource mobilization would be a plus
- Mastery of French and English language

The offer

FAWE offers an attractive remuneration and benefits package. If your career aspirations match this exciting opportunity, please submit your application addressed to FAWE Executive Director to the following email address; recruitment@fawe.org with the subject line "**Application Programme Assistant**", not later than **5.00pm on 20th April 2021**. The application must have a Cover letter indicating your salary expectation and CV indicating three references. Only applications received online will be considered. A detailed job profile can be accessed on www.fawe.org. **Only those selected for the interview will be contacted.**