



Vacancy Announcement
Position: Advocacy Programme Associate
Deadline: 8th January, 2016

The African Women's Development and Communication Network (FEMNET), a pan-African women's network, is looking for a suitable candidate to fill the position of **Advocacy Programme Associate**. This position provides an opportunity to support exciting advocacy initiatives and campaigns on women's human rights in a stimulating, multicultural and dynamic environment. The position involves travel within Kenya, Africa and other parts of the world.

1. Responsibilities

The Programme Associate will support the Head of Advocacy Programme and other staff members when required, in managing the following tasks as part of implementing the FEMNET Strategic Plan and the Advocacy department annual work plans:

1. Oversee and manage selected advocacy projects and campaigns being implemented by FEMNET;
2. Work closely with the Head of Advocacy programme to prepare for different forms of interactions organized by FEMNET such as dialogues, meetings and conferences, including managing regular communication with target audiences and the logistics involved;
3. Facilitate African women's participation in various sub-regional, regional and global forums particularly managing the communications and logistics prior to and during the post-event period to finalize the evaluation aspects;
4. Contribute articles/blogs for the Africa Women's Journal, website and other strategic publications based on FEMNET's experiences and programs;
5. Support the Head of Advocacy programme to meet the requirements of FEMNET's monitoring, evaluation and reporting targets under specified projects;
6. Provide support in moderating and update specific list-serves and new media platforms such as Facebook that keep the key stakeholders for the Advocacy Programme engaged with the various processes;
7. Maintain a database on Advocacy projects, resources and partners and reporting requirements and work closely with the Head of Advocacy Programme to have this information updated on a quarterly basis;
8. Work closely with the relevant staff members to generate information for the FEMNET website on the Advocacy Programmes and activities;
9. Provide support, orientation and supervision of Advocacy Programme interns and volunteers where applicable
10. Represent FEMNET in external meetings/events relating to Advocacy.
11. Undertake other duties as may be assigned from time to time.

2. Qualifications, Skills and Experience for the Position

- Bachelor's degree, preferably in Women's or Gender studies, Development Studies, International relations or other relevant field.
- Demonstrated commitment to advancing women's rights and gender equality.
- Experience in carrying out advocacy in the area of women's rights and gender equality, preferably at sub-regional or regional level in Africa.
- Experience in communications including electronic communications.
- Proven skills in administration, organization and problem solving.
- Exceptional verbal and written communication skills.
- High levels of initiative, creativity and self-motivation.
- Ability to work independently and as part of a team in a fast-paced environment.
- Ability to work on multiple projects simultaneously and willing to perform diverse tasks as needed.
- Solid knowledge of Microsoft Word, Excel, PowerPoint, Access, Publisher, Skype and social media.
- Bi-lingual in English and French.
- Ability to travel as needed.

3. Remuneration

The remuneration package is competitive and will be negotiable dependant on skills and experience.

4. Application

Send your application letter and Curriculum vitae of not more than 5 pages to recruitment@femnet.or.ke by the 8th January, 2016 including three names of your professional referees and their contacts. Please note that only short listed candidates will be contacted.