



Gender Links (GL), a dynamic Southern African NGO headquartered in Johannesburg that promotes gender justice and equality seeks to fill the post of Programme Officer. This post is based at Gender Links Mauritius in St Pierre.

Core Requirements:

1. Academic qualification in social science or related fields
2. 3-5 years of working experience in the non-for-profit sector and or social project management and implementation - A background in gender and advocacy work would be a strong advantage
3. Good Writing (Favorably in English) and communication skills as well as strong inter personal and IT skills
4. Problem-solving skills and the ability to work independently and collaboratively
5. Valid driving license will be an advantage

Tasks:

1. Strategy and Planning

- Contribute towards developing a comprehensive annual log frame that captures all programme work for the period.
- Partake in monthly management meetings, prepare agenda and progress on all programme work
- Prepare and submit weekly plans that capture weekly programme work progress and plan for the upcoming week to the Regional Networking Manager

- Facilitate and ensure that all activity/ workshop reports are completed two weeks after the workshop, electronic copies circulated to all participants and uploaded onto website

2. Programme Management & Implementation

- Training and capacity building on women's rights, gender equality & youth inclusion based on donor programme (target population include political party members, entrepreneurs, young women and girls, youth, media representative, CSOs representative and Gender Based Violence survivors)
- Donor relationship management and networking
- Ensure that programme reports are done on time according to GL's editorial standards and shared with donors (Include Monthly, Interim and Annual Narrative donor report regarding programme work)
- Advocacy actions on gender issues and human rights including collaboratively produce high quality knowledge and IEC materials with the team, partners and communication partner (where applicable)
- Plan, coordinate and facilitate meetings and training workshops & related administrative duties

3. Fundraising & Networking

- Assist in conceptualising and fund raising for future work to promote gender equality
- Local, regional and international donor scoping and co-write donor proposals in line with the gender thematic
- Ensure adherence to the donor guidelines and familiarize with the relevant donor platform for proposal submission
- Regular networking and interaction with local organisations and development partners

4. Knowledge & Communication

- Contribute relevant information as required for the annual report on time.
- Produce articles and policy briefs related to programme work and as per donor proposal
- Keeping social media pages up to date

General conditions:

GL is an equal opportunity employer. The above post is for an initial period of one year. A competitive remuneration package will be offered commensurate with the skills and qualifications. Applications must be submitted by 31 January

A letter of motivation, CV, references and two samples of written work should be sent to: maumanager@genderlinks.org.za