

WOMEN'S UNIVERSITY IN AFRICA



Addressing gender disparity and fostering equality in University Education

Applications are invited from suitably qualified candidates to fill a vacancy which has arisen in the **RESEARCH, QUALITY ASSURANCE AND POSTGRADUATE CENTRE** at the Women's University in Africa:

JOB TITLE: PROGRAMMES OFFICER

DUTY STATION: HARARE

REPORTS TO: DIRECTOR OF THE CENTRE

CLOSING DATE: 15 FEBRUARY 2019

RESPONSIBILITIES

- + Assist to build relationships with strategic partners for funding research, entrepreneurship development and quality assurance programme;**
- + Assist in resource mobilisation and securing project funding from institutional funders ;**
- + Support institutional contract management and reporting ;**
- + Document lessons learnt including sustainability and impact;**
- + Support information and communication of Centre's activities;**
- + Assist in the Centre's Programmes development;**
- + Perform other duties that may be assigned from time to time .**

PERSON SPECIFICATION

Experienced in:

- Developing budgets and grant monitoring systems;
- Working in a local and/or international state and/or non-state institution;
- Institutional fundraising and resource mobilisation; and
- Monitoring and evaluation and reporting lessons learned.

Qualifications

- A Bachelor's Degree in Development Economics, Programme Management, Sociology, Development Studies or related discipline or field.
- A Masters Degree will be an added advantage

Knowledge/Skills

- Good IT skills, oral communication and report writing;
- Conceptual analytical and evaluative skills including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases;
- Demonstrable understanding of issues related to institutional development and programme management; and
- Knowledge of monitoring and evaluation and performance reporting;

Personal Qualities

- Capacity to assist in the conceptualisation of collaborative research projects;
- Comfortable in planning and delivering multiple activities under pressure to strict deadlines and high levels of precision;
- Able to communicate, in writing and orally, complex issues in a concise, accessible and engaging way;
- Able to work as part of a team in a cooperative and supportive way; and
- Able to incorporate gender perspectives and ensuring the equal participation of women and men