

Job Title: **Gender Justice Officer**

Location: **Thyolo and Mulanje**

Reports To: **Executive Director**

Job Summary:

Art Global Health Centre Africa (ArtGlo) harnesses the power of the arts to nurture creative leadership, and ignite bold conversations and actions. We envision a world where communities are healthy, open, and active, and people are free to be who they are. At our core is the belief that creativity, innovation, collaboration, and empowerment are critical to grassroots social change.

The Gender Justice Officer will play a crucial role in advancing gender justice initiatives within Art and Global Health Center Africa (ArtGlo). The incumbent will be responsible for leading the implementation of Tiyaambe Project, maintaining strong relationships with funders, donors, and project stakeholders, ensuring effective documentation of project activities, managing budgets, assisting in proposal development, supervising project personnel, providing leadership in project planning and execution, and representing ArtGlo in various forums. The Gender Justice Officer will also be responsible for establishing and nurturing relationships with key stakeholders to support the organization's mission and objectives.

Key Responsibilities:

Maintain and Strengthen Relationships:

- Cultivate and maintain positive relationships with funders, donors, and project stakeholders.
- Ensure regular communication and engagement with stakeholders to provide updates on project activities and progress.
- Collaborate with stakeholders to identify opportunities for partnership and collaboration.

Documentation and Communication:

- Ensure thorough documentation of project activities, including progress reports, success stories, and lessons learned.
- Develop and disseminate briefs and reports to relevant audiences, including donors, stakeholders, and the broader community.
- Ensure that project communication materials align with ArtGlo's messaging and branding guidelines.

Budgeting and Financial Management:

- Assist in the development and management of project budgets, ensuring alignment with funding requirements and organizational policies.
- Monitor project expenditures and ensure strict adherence to financial controls and procurement procedures.
- Collaborate with finance and administrative staff to ensure accurate financial reporting and compliance with donor requirements.

Proposal Development:

- Assist in the development of funding proposals, including conducting background research, drafting project narratives, and preparing budgets.

- Coordinate with program staff and external partners to gather relevant information and input for proposal development.

Project Supervision and Leadership:

- Supervise project staff, volunteers, consultants, and interns, providing guidance and support as needed.
- Provide leadership in planning and executing project activities, ensuring alignment with project objectives and timelines.
- Foster a collaborative and inclusive work environment that promotes teamwork and professional growth.

Decision Support and Reporting:

- Assist management by providing timely and accurate information to support decision-making about project strategies, priorities, and resource allocation.
- Prepare and present reports, presentations, and other materials for internal and external stakeholders as required.

Representation and Networking:

- Represent ArtGlo in meetings, conferences, symposiums, and other events related to gender justice and project activities.
- Establish and maintain relationships with project stakeholders, including government agencies, civil society organizations, and community groups.

Qualifications and Experience:

- Bachelor's or Master's degree in Gender Studies, Social Sciences, Theatre for Development, International Development, or a related field.
- Minimum of 5 years of experience in project management, gender equality, or related fields.
- Proven track record of building and maintaining relationships with funders, donors, and stakeholders.
- Strong understanding of budgeting, financial management, and grant compliance requirements.
- Excellent communication and interpersonal skills, with the ability to engage effectively with diverse stakeholders.
- Experience in proposal development, including writing and budgeting.
- Demonstrated leadership and supervisory experience, with the ability to motivate and mentor staff.
- Ability to work independently, prioritize tasks, and meet deadlines in a fast-paced environment.
- Knowledge of gender justice issues, human rights frameworks, and international development trends.
- Fluency in English (additional languages are a plus).

Application Instructions:

Please submit a cover letter and resume/CV to applications@aghcafrica.org with the subject line "Gender Justice Officer Application – Your Name." In your cover letter, please address your relevant experience and qualifications for this position, as well as your motivation for applying to ArtGlo.

Application Deadline: Tuesday the 12th March, 2023



ArtGlo is an equal opportunity employer and welcomes applications from individuals of all backgrounds. We strive to create a diverse and inclusive workplace where all employees feel valued, respected, and empowered to contribute to our mission.