



WE ARE HIRING!

Position: Grants and Programmes Coordinator, Alliances for Africa (AfA)

Job Type: Full Time with an initial 3 months' probation

Qualification: Degree in social sciences, development studies, gender studies, law, human rights, project management or related field

Location: Hybrid (with travel as required)

Job Field: NGO/Non-Profit

Purpose of Position:

The Grants and Programmes Coordinator provide coordination and oversight for AfA's grants portfolio and programme implementation. The role ensures that projects are well-designed, efficiently implemented, compliant with donor and organisational requirements, and effectively communicated. The role contributes to organisational learning, fundraising and visibility.

The Grants and Programmes Coordinator reports to the Director of Programmes, and line manages the Communications and Storytelling Assistant, 2x Programme Assistants, and Support and Services Assistant.

Specific Job Responsibilities:

1. Programme Coordination and Planning

- Coordinate the planning and implementation of AfA's projects and programmes, ensuring activities are aligned with AfA's strategic priorities and feminist principles.
- Using ASANA and other work tools such as MS Copilot 360, maintain and update project workplans, timelines and activity trackers in collaboration with the Director of Programmes and relevant staff.
- Ensure programme teams understand project objectives, deliverables, roles and responsibilities, and support them to meet agreed targets.
- Organise regular programme coordination check-ins to review progress, identify challenges and agree next steps.

2. Grants Management and Donor Compliance

- Coordinate day-to-day grants management from grant inception to close-out, ensuring adherence to donor contracts, budgets, reporting schedules and branding requirements.
- Maintain an up-to-date grants calendar and tracking tools, including key deadlines for reports, audits, evaluations and contract amendments.
- Work with the Finance and Admin Officer to track expenditure against grant budgets, prepare simple budget-versus-actual summaries and flag variances and risks to the Director of Programmes.
- Keep grant files (electronic and hard copy) complete and well-organised, including contracts, amendments, correspondence, reports and key deliverables.

3. Proposal Development and Resource Mobilisation

- Support the Director of Programmes and Executive Director in developing concept notes and proposals, including basic results frameworks, workplans and draft budgets.
- Coordinate inputs from programme teams, finance and partners into proposals, ensuring consistency and alignment with AfA's strategy and donor requirements.
- Identify and track relevant funding opportunities and maintain simple records on submissions and outcomes.
- Contribute to and implement donor and fundraising strategy.

4. Monitoring, Evaluation, Learning and Reporting

- Support the development and use of practical MEL tools (activity trackers, indicator tables, feedback forms) for projects.
- Coordinate timely collection and consolidation of quantitative and qualitative data from programme teams and partners.
- Draft or compile first-cut programme and grant narrative reports for internal review and submission to donors.
- Support learning and reflection processes (after-action reviews, learning notes, case stories) and ensure key lessons are documented and shared.

5. Communications and Visibility

- Supervise and support the Communications Assistant to ensure consistent, feminist-aligned messaging and branding across AfA's communications.
- Coordinate the gathering of programme content (stories, testimonials, photos, short videos, blogs) with programme staff, ensuring informed consent and safeguarding.
- Ensure the Communications Assistant and programme staff keep AfA's website and social media platforms updated with relevant programme content.
- Ensure donor visibility and communication requirements are understood by programme staff and reflected in materials and events.

6. Team Leadership and Supervision

- Provide day-to-day supervision, guidance and support to the Communications Assistant, Programme Assistants and Support and Services Assistant.
- Allocate tasks, agree simple workplans and follow up on deliverables, ensuring good coordination between programme, communications, logistics and finance.
- Apply AfA's performance management processes for direct reports, including setting objectives, providing feedback and supporting annual appraisals.
- Identify and share capacity-building opportunities for team members and encourage peer learning.

7. Logistics and Operational Support

- Oversee, through the Support and Services Assistant, logistical arrangements for meetings, workshops, trainings and other events (venues, travel, accommodation, materials).
- Ensure logistical and administrative support to programmes is planned, cost-effective and adequately documented.
- Coordinate with the Finance and Admin Officer on simple procurement needs related to programme implementation, following AfA procedures.

8. Relationship Management and Representation

- Maintain constructive working relationships with implementing partners, networks and other stakeholders involved in AfA-supported projects.
- Support the Director of Programmes and, when delegated, the Executive Director in representing AfA at programme-related meetings, coalitions and events.

- Ensure partners understand key reporting, compliance and communication expectations and provide basic support where needed.

9. Other Duties

- Contribute to organisational strategy discussions, planning processes and internal learning sessions as required.
- Perform any other related duties as assigned by the Director of Programmes.

Required Qualifications:

Qualifications and Experience

- Degree in social sciences, development studies, gender studies, law, human rights, project management or a related field.
- At least 5 years' experience in project or grants coordination within NGOs, preferably in women's rights, gender justice, human rights or feminist movement spaces.
- Demonstrated experience in grants management support, donor reporting and coordinating multi-activity projects.
- Experience supporting fundraising and resource mobilisation processes, including contributing to proposal development and budgets.
- Experience supervising or coordinating the work of junior staff, interns or volunteers.

Skills and Competencies

- Strong coordination and organisational skills, with the ability to manage multiple tasks and deadlines.
- Good understanding of donor-funded project cycles, basic budgeting, grant compliance and reporting requirements.
- Solid writing skills for reports and proposals, with the ability to organise and synthesise information clearly.
- Demonstrated fundraising skills at the support level (gathering inputs, drafting sections of proposals, liaising with finance on budgets).
- People management skills appropriate to a mid-level role, including giving direction, supporting performance reviews and providing day-to-day coaching.
- Good understanding of feminist principles, gender justice and rights-based approaches, and commitment to applying these in programmes and communications.
- Strong interpersonal and communication skills, with the ability to work effectively with diverse teams, partners and stakeholders.
- Willingness to travel, sometimes at short notice.
- Good computer skills and proficient in using standard office software, including Microsoft Office (Word, Excel, Outlook) and ASANA project management or collaboration tools.
- Good understanding and application of digital tools and social media platforms, and comfortable posting, sharing information and engaging with discussions online.

How to apply: Interested candidates are requested to apply by submitting in **PDF** format:

- A maximum 2-page cover letter indicating their interest, motivation for applying with verifiable address
- Attach a maximum 3-page CV
- Attach relevant documents supporting your academic and/or professional experience
- 2 work-related referees.

Application Closing Date:

Kindly send your application with the heading – ***Application for Grants and Programmes Coordinator*** to careers@alliancesforafrica.org not later than March 24th, 2026.