



Associate, East Africa
DRAFT JOB DESCRIPTION*
**Subject to change slightly, including title*

Hours: Full-time

Location: Negotiable

Salary: Commensurate with required and qualifications

WI-HER, LLC

WI-HER, LLC is an international consulting firm that identifies and implements creative solutions to complex health and social challenges to achieve better, healthier lives for women and men, girls and boys. We employ an integrated, multisectoral approach that links health with education, rule of law, and energy to improve health outcomes and achieve sustained development. WI-HER, LLC is a woman-owned small business based in Vienna, Virginia.

Roles and Responsibilities

The Associate, East Africa will support a variety of programmatic/technical, evidence generation, dissemination and growth, and HR, administration, and operational aspects of the company's work in a specific portfolio. The Associate, East Africa works independently, with guidance, and collaboratively to complete the following primary tasks and responsibilities:

Program/Technical

Provide support to the Program Manager, East Africa to:

- Backstop and provide technical supervision and guidance for field teams
- Conduct background research on a variety of project-related topics and synthesize results verbally and in writing
- Assist in the development of training materials, data analysis, and other assistance, as needed
- Assist with development and review of all quarterly review materials, annual reports, work plans, and KM products
- Manage budget and ensure consistency in planned activities
- Maintain and regularly update the activity forecasts
- Develop project deliverables and document submission of deliverables
- Maintain quality in program implementation and reporting
- Document and share learning with other members of the WI-HER technical team
- Maintain repository of project-related documents and resources using GoogleDrive
- Coordinate, conduct, and participate in organizational and project strategy meetings

General

- Update and enhance the website and contribute to WI-HER promotional materials and social media efforts
- Assist in facilitation of meetings, trainings, and presentations
- Participate in learning opportunities such as webinars and conferences among WI-HER's focus areas (e.g., gender, health, education, rule of law)
- Contribute to WI-HER submissions for national/international conferences and/or manuscripts for publication

Business Development

- Support capture in countries and region of focus or as needed, including but not limited to researching partners (international and local) in the country and donor priorities
- Draft technical content in response to sources sought, request for information, and proposal development
- Participate in and document business development meetings as needed
- Provide regular updates to business development team on latest developments and updates in countries and regions of focus

The Associate, East Africa reports to the Program Manager, East Africa. The position location is negotiable and may require international travel.

Qualifications

- Bachelor's degree with 5+ years of relevant experience or advanced degree (Masters or equivalent) in a related field with 2+ years of relevant experience
- Experience working in global development preferred, with preference for experience in East Africa
- Experience working in gender integration and/or social inclusion preferred
- Experience with at least one WI-HER focus area: health, education, or rule of law
- Proficient in English, spoken and strong writing and communication skills; other languages preferred
- Computer skills in Google Workspace, Microsoft Office (including Word, Excel, and PowerPoint), and remote work platforms (e.g., Zoom, Microsoft Teams)
- Ability to multitask, work efficiently and effectively in a dynamic, fast-paced environment, with superior organizational skills and attention to detail
- Ability to work collegially within a high-performing team
- Cultural humility in working with global teams
- Dedication and commitment to diversity, equity and inclusion

If interested, please submit your CV and a writing sample to apply@wi-her.org by January 15th 2022. Applications will be reviewed and interviews scheduled on a rolling basis, so we encourage interested applicants to apply as soon as possible.

WI-HER is committed to fostering a diverse, multicultural work environment and welcomes a range of backgrounds, life experiences, perspectives, and opinions. WI-HER provides equal employment to all and has zero tolerance towards discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, national origin, citizenship, age, marital status, disability, medical condition, or any other characteristic protected by state or federal laws.