



CALL FOR CONSULTANCY

The Organization of African First Ladies Against HIV/AIDS (OAFILA), currently named as the Organization of African First Ladies for Development (OAFILAD) was established in 2002 as an advocacy organization where First Ladies of Africa seek to leverage their unique position to advocate for policies that make health services accessible and laws that boost women and youth empowerment. OAFILAD has evolved to become an institution that is able to offer a continent-wide leadership in terms of advocacy in the areas of health, education women empowerment and other developmental issues. First Ladies engage in various activities to sensitize community and create awareness with objective to be a united voice for Africa's most susceptible citizens. Along the years, First Ladies of Africa reinforce favorable policies and programs through advocacy, resource mobilization and development of partnerships with all stakeholders at all levels.

Job title	Project Management Consultant
Duration	Six months with possible extension
Reports to	Senior Program Officer
Location	Virtual / Hybrid
Closing Date	Saturday, 25 April 2024
Job Purpose	The purpose of the Project Officer will support program design, proposal development, donor reporting and project implementation. The project Officer will assist member states in implementing projects, documentation and reporting.

Essential duties and responsibilities

- Assist in drafting and evaluating project proposals
- Collect information from member states on progress in implementation of projects
- Support member states initiatives and programs
- Assist member states in project proposal development
- Support in monitoring and evaluation of projects
- Conduct research on best practices and lesson learnt from projects implemented by member states
- Conduct program reviews Member States project report for management
- Prepare donor report
- Provide guidance and maintain frequent communications with member states
- Perform any other duty as assigned
- Mapping potential donors and propose resources mobilization strategy for program and projects

Knowledge skills and abilities

- A Bachelor's degree in social sciences, international relations, or any other relevant field of studies
- At least five years' experience working in international Organization
- Excellent communication skills (oral and written)
- Excellent writing and research skill
- Knowledge in project management
- Cross-cultural sensitivity, flexible world view
- Ability to work with little supervision

Language Skills

- English and French MANDATORY

Please send your latest Curriculum CV and Cover letter to hr@oafld.org before 25 April 2024.

Only short-listed candidates will be contacted.