



Job Announcement
Programme Officer
Issues Affecting Women Programme (IAWP)

Job Title: Programme Officer – Issues Affecting Women Programme
Location: Geneva, Switzerland
Reporting to: Director, Issues Affecting Women Programme
Job Status: Full-time position
Salary: Highly competitive salary and benefits

About Oak:

Oak Foundation www.oakfnd.ch commits its resources to address issues of global social and environmental concern, particularly those that have a major impact on the lives of the disadvantaged. With offices in Europe, Africa, and North America, Oak Foundation has an annual grant-making budget of over USD 250 million and makes grants to organizations located in 41 countries worldwide.

Background:

Oak Foundation's Issues Affecting Women Programme (IAWP) seeks to contribute to a world in which women have the rights, capacity and opportunity to experience safety from violence and to enjoy their full and equal human rights. Specifically, the programme aims to build a strong and vibrant women's movement that is empowered to challenge patriarchal norms, tackle the root causes of inequality, and demand the full spectrum of women's rights. Additionally, we work to end the existing patterns of violence in the family, outside the home, and in crisis contexts by ensuring rights-based laws and policies guarantee an environment in which women are safe from violence. We also support a broad range of services that empower women to recover from the trauma of violence and to rebuild their lives.

The IAWP team strives to live the values it works to advance. In addition to a deep commitment to advancing women's rights, our culture is characterized by collegiality, mutual support, high expectations, and laughter. We are currently recruiting a Programme Officer to manage a portfolio of grants and contribute to the implementation of the IAWP strategy.

Main responsibilities include:

- Actively participates in the development of IAWP's strategic directions.
- Develops new grantmaking opportunities in line with IAWP strategic directions and its learning and evaluation system.
- Fully manages a substantial grant portfolio, ensuring alignment with program strategies and compliance with Oak's grant management system and related grant-making procedures. This

includes handling the day-to-day responsibilities of a grant portfolio from initial inquiry to assessment to final recommendation; site visits; identifying and responding to capacity building needs; monitoring grant implementation using Impact Mapper; reporting on and closing grants; evaluating current or past grants according to needs; and drawing and sharing lessons learned from projects and clusters of grants, among other activities.

- Supports the IAWP Director in the programme's significant work with Trustees, the Board, and the foundation President.
- Engages with the international women's movement and the funder community as a partner, colleague, and student.
- Plans and supervises capacity building, evaluations, and other processes, including identifying and enlisting support of technical consultants and outside reviewers, when appropriate.
- Represents Oak's IAWP team on organisation-wide task forces, study groups, public events, etc.
- Performs all other relevant duties that may be assigned from time to time.

Position Requirements

- Master's Degree in human rights, international law, gender studies, or equivalent.
- At least 7-10 years relevant professional experience working on human rights or women's rights, preferably with country-level experience in the Global South or East.
- A commitment to advancing feminism and human rights, and to Oak's organisational values (<http://oakfnd.org/about-oak.html>).
- Understanding of and experience in multiple aspects of women's rights and using a range of strategies for social change.
- Familiarity and solidarity with local, regional and international women's rights organizations and networks.
- Experience providing technical assistance or other forms of capacity building to civil society organizations.
- Strategic skill and research and analytical skills, including in learning, monitoring, and evaluation, and the ability to synthesize and communicate information.
- Demonstrated ability to work both independently and as part of a team.
- Ability to juggle a wide range of responsibilities that may demand ongoing reprioritization.
- Poise, maturity, warmth, curiosity, humility, and a good sense of humour.
- Excellent English written and oral communication skills; working knowledge of Spanish and/or French an advantage.
- Understanding of non-profit and/or governmental financial reporting and budgeting.
- Strong computer skills (Office, e-mail, desk research).
- Willingness to travel, up to a maximum of 25 percent per year, sometimes for extended periods (up to two weeks).
- To be considered for this position, you must be eligible to work in Switzerland (Swiss or EU citizen).



Reporting Lines

The position will be based in Geneva, Switzerland, and reports to the Director of the Issues Affecting Women Programme. Frequent interactions with Oak's President and IAWP Trustees will also be required.

To Apply

Please submit an application (see below) and resume as two separate documents. The application should be entitled [Your name], IAWP PO, application; your resume should be entitled [Your name], IAWP PO, resume. Documents should be sent to jobs@oakfnd.org by March 30, 2018.

Rather than a cover letter, the Oak Foundation is requesting candidates submit a brief application, answering four questions. Please limit your entire application to 1'000 words, distributed as you like across the four questions. Please include only the questions and answers in the application document, plus your name at the top.

Application questions:

1. Why have you chosen to work in this field?
2. Describe an experience of choosing a goal for your work. What did you take into account? How did you choose what to say "yes" to and what to say "no" to?
3. Tell us how your professional experience has prepared you for the Program Officer position.
4. How would your current manager describe you? How would your co-workers describe you?