

Africa Team Assistant, *Girls Not Brides*

Girls Not Brides is seeking an Africa Team Assistant based in Nairobi, Kenya (home-based, initially).

Girls Not Brides is the only global organisation entirely focused on creating and sustaining a worldwide movement to end child marriage, and ensuring that this movement leads to tangible change for the girls at risk or affected by the practice. We are a network of over 1,000 civil society organisations in over 95 countries, all committed to working in partnership to end child marriage.

Our vision is a world without child marriage where girls and women enjoy equal status with boys and men, and are able to achieve their full potential in all aspects of their lives. Our vision challenges deeply embedded social norms that harm the lives of girls, women and their communities.

Our members are diverse. They vary in size, location, and the type of work they do. They include programme implementers and service providers working directly in their communities, and groups focused on research and advocacy to bring global, regional and national attention to this problem. They include small community groups and large international NGOs. Our members approach how to address child marriage from various perspectives, including health, women's and girls' rights, child protection, education, economic empowerment and general development.

In some countries, our members have come together to form national coalitions to end child marriage. Collective engagement helps to consolidate their work and catalyse broader national action to end child marriage.

The *Girls Not Brides* secretariat is based in London, with colleagues in Mexico, Nairobi and New Delhi. The secretariat coordinates and supports the activities of the Global Partnership in line with our 2017-2020 strategy, which was developed in consultation with 500 members and partners.

The *Girls Not Brides* secretariat is seeking an Africa Team Assistant to provide research and administrative support for an initial period of one year (subject to potential renewal). The Africa Team is responsible for ensuring effective implementation of *Girls Not Brides*' strategy in Africa, and informing *Girls Not Brides*' global perspective and work with knowledge and understanding of the African context. Reporting directly to the Head of Africa Engagement, the successful candidate will be based in Nairobi, Kenya. This is initially a home-based role, with all necessary equipment and technology provided by *Girls Not Brides*.

Girls Not Brides: The Global Partnership to End Child Marriage
Seventh Floor, 65 Leadenhall Street, London EC3A 2AD, UK, www.GirlsNotBrides.org

Key responsibilities

Research, Policy and External Relations

- Research, monitor and document developments related to the situation of child marriage in selected African countries and regional institutions, as well as thematic issues and key publications, as requested.
- Prepare internal briefings on specific issues related to child marriage in advance of events, meetings and interviews.
- Contribute to the development of the Africa Team Newsletter.
- Produce written material to support the partnership's work in Africa, including research briefs, website content, advocacy materials and social media content.
- Support the Africa team in liaising with and providing technical assistance to *Girls Not Brides* members and national partnerships.
- As relevant and appropriate, attend external meetings and conferences on behalf of the *Girls Not Brides* secretariat.
- Assist the Africa Team with preparations for *Girls Not Brides* meetings and workshops.

General Team Support and Admin

- Regularly update contacts and meeting notes in the *Girls Not Brides* shared database (Salesforce) and Dropbox.
- Coordinate Africa team travel plans and logistics: timely requisitions, support in accessing visas, address travel issues as they arise and support travel accounting.
- Support the Head of Africa Engagement with team administration — including coordinating team meetings, note-taking, drafting of external correspondence and similar tasks.
- Provide content related, operational and logistical support for other activities carried out by the Africa Team, including online webinars as required.
- Assist with monitoring and reporting on internal evaluation frameworks and strategic plans.
- Perform other tasks, including data management and administrative tasks, as required.

Wider responsibilities of *Girls Not Brides* team members

- Commit to the mission and vision of Girls Not Brides, putting them at the forefront of all planning, work and actions.
- Uphold the core values of Girls Not Brides in all areas of work and interactions with colleagues, members, partners and other stakeholders.
- Comply with Girls Not Brides policies and processes, with particular note for safeguarding, the code of conduct and data protection.
- Ensure that internal databases and monitoring information are kept fully up-to-date.

- Commit to ongoing personal development and learning.
- Fulfil any other reasonable requests for the advancement of the Girls Not Brides.

Person specification

Essential

- University degree in a relevant area (such as public policy, development/African studies, international relations, human rights or gender issues) or proven experience in a related field.
- Relevant professional experience, preferably within the non-governmental or civil society sector, particularly in Africa.
- Excellent research skills and written communication skills.
- An excellent eye for accuracy and attention to detail.
- Ability to follow instructions, meet tight deadlines and juggle multiple priorities.
- Excellent administration skills, experience with working with database management
- Excellent interpersonal skills, including ability to interact with people from different backgrounds and cultures.
- Ability to use discretion and maintain confidentiality.
- Excellent written and spoken English
- Proficiency in the latest versions of MS Word, MS Excel, PowerPoint.

Desirable

- Understanding of the policy dynamics on gender and/or development issues in Africa.
- Knowledge of Salesforce and Basecamp.
- Professional proficiency in French (written and spoken).

At *Girls Not Brides*, we are committed to the wellbeing, empowerment and rights of children, and to safeguarding children from harm in all of our activities. *Girls Not Brides* aims to promote an environment of trust and understanding where the welfare of children is paramount. You will adhere to the *Girls Not Brides* Child Safeguarding Policy and its Code of Conduct and report any concerns relating to the safeguarding of children in accordance with agreed procedures.

How to apply

We are an equal opportunities employer and we welcome applications from all suitably qualified persons. To apply, please send your CV and a brief cover letter demonstrating how you meet the criteria for this position to recruitment@GirlsNotBrides.org by 23:00 GMT on **Friday 22nd March 2019** clearly stating "Africa Team Assistant" and your name in the subject line. We regret that due to the large number of applications anticipated, only shortlisted candidates will be contacted.

- Eligibility:** All applicants must be able to provide proof of eligibility to work in Kenya. This is initially a home-based role, with all necessary equipment and technology provided by *Girls Not Brides*.
- Reporting to:** Head of Africa Engagement
- Contract type:** Fixed-term (1 year, with the possibility of extension)
- Salary range:** £22,000-£27,000, depending upon experience, plus a generous benefits package

First round interviews will take place on **Thursday 4th April / Friday 5th April** on Skype, and final interviews will take place on **Friday 12th April** in Nairobi.

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