



**Programme Associate,  
Issues Affecting Women Programme**

**Based in Geneva**

Oak Foundation ([www.oakfnd.org](http://www.oakfnd.org)) 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 makes grants to organisations located in 40 countries worldwide.

Oak Foundation wishes to appoint a Programme Associate to support the Head of its Issues Affecting Women Programme. The programme has a growing portfolio of over 40 grants in the UK, the US, Eastern Europe, Central and Latin America, and Asia. It focuses on: improving women's safety and well-being; strengthening women's overall economic security as well as their social and political position; and advancing women's rights at home and in the community. The programme aims at both ending existing patterns of violence and preventing future ones.

The job involves assisting in the management of a substantial and well respected portfolio of grants to a range of women's organisations and networks that differ in terms of scale, culture and profile. Under the supervision of the programme officer, the role includes:

- Reviewing and responding to letters of inquiry and proposals received by the foundation;
- Assessing the quality of projects, projected impact, value-for-money, and relevance to programme priorities; negotiating with organisations regarding the nature of proposed projects and outcomes;
- Being responsible for handling selected aspects of a grant portfolio as delegated by the Programme Officer and, ensuring the smooth processing of grants from the point of initial assessment through to the drafting of recommendations for the Programme Officer, the President and the Trustees;
- Monitoring, evaluating and assessing impact of grants on paper, by phone and through site visits;
- Contributing to the strategic development of the programme including participating in planning exercises and professional conferences and seminars;
- All other relevant duties that may be assigned from time to time, including administrative support for travel and meetings;

To be considered for this post you must have:

- A university degree in a related field or equivalent experience;
- Legal expertise on women's rights;
- 3-5 years experience working for a non-profit development, human rights and/or women's rights organisation ideally in the Global South and/or East;
- The right to live and work in Switzerland;
- The ability to travel up to 30 percent of your working time for up to two weeks at a time;

Essential Skills:

- Fluency in spoken English and the ability to write concisely, coherently and interestingly. A second major language and/or region-specific expertise would be an asset;
- A commitment to the principles and values of feminism and human rights;
- A familiarity with regional and international women's rights organisations and networks;
- A knowledge of accounting procedures and budgeting;
- An ability to work both independently and as part of a small but growing team;
- Excellent intercultural communication; strong diplomatic, networking and negotiation skills;
- Computer skills: MS Word, MS PowerPoint, database entry and internet-based research skills.

To apply please send your Curriculum Vitae and a covering letter to [IAWPA@oakfnd.org](mailto:IAWPA@oakfnd.org) no later than 31 March 2010. First interviews will be held in Geneva in the week of 26 April 2010. Please no telephone calls or faxes.