

Programme Associate

Terms of Reference

POSITION OVERVIEW	
Title	Programme Associate (PA)
Section	Programmes: Grantmaking
Reporting to	Director of Programmes (DoP)
Supervised by	Assigned Thematic Programme Officer – Grants Management
Coordinates with	Other Programme Associates and the Grants Administrator; supports all Thematic Programme Officers (Grants Management); and undertakes coordination with relevant members from the Finance and Admin Team, as well as the Institution Building Team
Location	Flexible – based anywhere in the mandated countries of WFA
Status	Full-time

Overview of the Organisation

Women's Fund Asia (WFA) is a regional women's fund, committed to supporting women, girls, trans, and intersex people-led interventions, to enhance and strengthen their access to human rights. WFA provides sustainable and flexible funding and resources to support the leadership of women, girls, trans, and intersex activists and groups who work at local, national, and regional levels for human rights.

The Fund started in 2004 as the South Asia Women's Fund (SAWF), operating in Bangladesh, India, Nepal, Pakistan, and Sri Lanka. In 2016 the organisation undertook an intense process of review and consultations, and it was relaunched as Women's Fund Asia on 8 March 2018. As WFA, the organization expanded its mandate across Asia, increasing its outreach from five to 18 countries.¹

The present team works out of five cities in South Asia and two cities in Southeast Asia to implement the Asia-wide programme, with a diverse pool of consultants and experts rostered across the larger region. WFA's headquarters is in Colombo, while the Executive Director works out of the Liaison Office in Lucknow, and a satellite office is located in New Delhi. Other team members work out of their home locations.

¹ South Asia: Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Sri Lanka, and Pakistan
 Southeast Asia: Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Thailand, Timor-Leste, and Vietnam
 East Asia: Mongolia

Overview of Position

WFA seeks to recruit a Programme Associate (PA) to support its grantmaking and Linking and Learning programme, both substantively and administratively. The PA will support the Thematic Programme Officers (POs) in grantmaking and grants management as they build their respective portfolios and identify opportunities for learning and strengthening knowledge building processes. The position requires a candidate with strong feminist values and principles, a good foundation in feminist analysis, excellent writing, and communication skills in English, and good knowledge of the region.

Major Duties & Responsibilities

I. Grantmaking and Management

- a. Lead ongoing communication with all current and potential grantee-partners.
- b. Support the grantmaking team in implementing the grantmaking strategy and take the lead on assigned substantive or technical components. This includes review and analysis of applications, follow up with partners, and documentation.
- c. Undertake monitoring of grants as delegated by Programme Officers.
- d. Help identify grantee-partner support, accompaniment, and linking and learning needs, as well as support POs in grantee-partner relationship building, including but not limited to field visits, translations, meetings and calls, and presentations.
- e. Coordinate with the Grants Administrator and Finance Team to ensure efficient processing of contracts and payments.
- f. Support the Grants POs, MEL PO, and Grants Administrator in updating and maintaining the overall MIS system.
- g. Coordinate other relevant components of the programme as required.
- h. Provide some guidance and work closely on a daily basis with consultants, volunteers, and interns.

II. Other Programme Support

- a. Develop and analyse regional, thematic, issue, and constituency-based information that will feed into internal and external reports, as well as programme and outreach strategy.
- b. Provide support to POs in external outreach spaces, as well as spaces hosted by WFA.
- c. Provide support to POs to draw up programme work plans and budgets, as well as develop periodic reports on grantee activities and program expenditures.
- d. Assist in developing and coordinating programme-related conferences, convergences, or meetings.



- e. Develop programme literature and publications, provide relevant programme updates for maintenance of WFA's website/social media content and organisational promotional material as delegated by Programme Officers.
- f. Participate in cross-functional work-teams as required.
- g. Periodically represent WFA at events or meetings as instructed.

Qualifications, Experience, and Competencies

- a. Bachelor's degree in any of the social sciences, law, or any other relevant subject, is required.
- b. Minimum 3 years' experience in a feminist/women's rights/trans rights/intersex rights organization. Previous work experience with regional and/or donor organizations will be an added advantage.
- c. Proficiency with **Google Workspace** and **Microsoft Office** is a must; familiarity with database programs, including **SalesForce**, will be an advantage.
- d. Must identify as a feminist, committed to a rights-based approach, and be in agreement with the definitions being used by WFA with reference to both.
- e. Knowledge and understanding of feminist movements in Asia, and familiarity with regional economic, political, social, and cultural trends (with a focus on women/girls/trans/intersex human rights) is an advantage.
- f. Demonstrable skills in research, writing, data compilation, data analysis, and documentation is required.
- g. Strong attention to detail, with management and organizational skills and ability to multitask, manage competing priorities, and meet deadlines is a must.
- h. Excellent communication skills, writing ability, and strong command of English. Additional language skills in any of the local languages of WFA-mandated countries would be an asset.
- i. Ability to work independently in a virtual office setting, while being able to work with mutual respect with team members and with partners in a diverse and multicultural environment is a must.
- j. Ability to undertake extensive local and international travel.

Terms and Conditions

- a. Once selected, a renewable contract syncing with WFA's fiscal year (April - March) will be issued. Ability to join immediately is required (within a month of confirmation).
- b. The remuneration for the position is in the range of **USD 1120 to 1203 per month**. In case the individual is based out of home, then an office running stipend will be



provided. The remuneration will be commensurate with work experience and skills. The taxes will apply as per laws of the land where WFA has registered office either Sri Lanka or India.

- c. There will be a six-month probation period, during which the contract can be concluded through a notice of 7 working days on either side. The incumbent will be internally evaluated before being confirmed. After confirmation the contract can be ended by a notice of 22 working days or salary of 22 working days in lieu of notice.
- d. Once confirmed, there will be an annual performance evaluation every March, a month before a new contract is issued in April. The entitlement to leaves and medical benefits will also apply as per the HR Manual.
- e. There is no obligation on the part of WFA to offer a new contract upon the conclusion of the present contract as WFA's human resource requirement is contingent on access to, availability, adequacy, the purpose of and timing of donor funds.
- f. The organization has a zero tolerance to sexual harassment at the workplace; as well as any form of discrimination on any grounds including but not limited to sex, gender, sexual orientation, class, caste, race, and/or disability; the practice of which could result in immediate termination with no compensation, reference, or experience certificates.
- g. The impact of sound judgment, decision-making, and management/leadership in this job function is of utmost importance to the organisation and its overall ongoing success.