



## Program Manager, Francophone Africa

**Synergía - Initiatives for Human Rights** is a human rights nongovernmental organization. While the organization has been established in 2017, its team of human rights defenders based in the US, Latin America, Africa and Europe has been leading in the field for almost two decades. Its board is composed of human rights experts and skilled professionals who have been leaders internationally for decades. Synergía seeks to protect and promote the human rights of all people – particularly those whose rights are most systematically and egregiously violated, with a range of programs that address violations that are motivated by one’s sexual orientation, gender identity, and/or gender expression (SOGIE). Synergía partners with local lesbian, gay, bisexual, transgender, and intersex (LGBTI) civil society organizations (CSOs) and human rights defenders (HRDs) to advocate for LGBTI persons’ human rights across Latin America and the Caribbean, West and Central Africa, and the Middle East and Northern Africa. Synergía blends capacity strengthening and grassroots re-granting in three interrelated and interdependent thematic areas of work: movement building, security and protections, and rights and advocacy.

Synergía is seeking a motivated and skilled **Program Manager for Francophone Africa**. Reporting to the Director of Programs, the Program Manager is primarily responsible for advancing Synergía’s programming across Francophone Africa. This includes leading the conceptualization and implementation of capacity strengthening, funding, and human rights advocacy work with partners; supporting program planning and implementation, monitoring and evaluation, program reporting; liaising with LGBTQI+ movements and other civil society actors in Francophone Africa and monitoring human rights trends in the sub-region.

### **Essential Duties and Responsibilities:**

The Program Manager:

- Schedules and supervises the implementation of programmatic activities, in partnership with relevant team members, to ensure that projects are carried out according to deliverables, budgets and timelines;
- Collects, consolidates, and analyzes data for internal and external programmatic information sharing purposes and reports;
- Supports the development of curricula for Synergía-led and partner-led activities in Francophone Africa;
- Works with other relevant staff in leading the preparation, review, and submission of required progress reports, schedules, and other related work products
- Supports the organization of Synergía and partner-led events;
- Develops and maintains strong relationships with partner organizations, other civil society organizations, local leaders, international agencies, foreign embassies and donors in Francophone Africa;
- Identifies opportunities for regional and international advocacy activities, with particular reference to the African system for the protection of human rights;
- Attends events and activities within and/or outside the region, as required;
- Other duties related to the furtherance of Synergía’s objectives, as assigned.

**Qualifications:**

A successful candidate must have:

- A Bachelors' Degree, foreign equivalent, or equivalent combination of education and experience.
- At least three years' experience in roles with a strong focus on proposal writing; additional experience in program design and program development. Previous experience working with LBQ and trans communities is highly preferred;
- Demonstrated commitment or experience to human rights, women's rights, sexual rights, and LGBTI rights.
- Multilingual writing and speaking abilities in French and English.
- Excellent organizational, analytical, and math skills.
- Ability to work remotely with little on-site support.
- Be detail-oriented and have the ability to multi-task.
- Excellent knowledge of the Microsoft 365 suite of programs.
- Ability to work in multicultural environment.
- Ability to travel internationally, preferred.

**Compensation:** the salary will be commensurate with experience. Synergía – Initiatives for Human Rights offers its employees excellent benefits including health insurance, life insurance, short-term and long-term disability insurance, a retirement plan, and generous allocations of vacation, sick leave, and holidays. Benefits may vary depending on the location of the candidate.

**Location:** remote.

**To apply:** email a cover letter, together with a resume, and two references to [contact@synergiaihhr.org](mailto:contact@synergiaihhr.org) by **November 30<sup>th</sup>, 2023**. Indicate in the subject line "Program Manager Francophone Africa." **Only candidates selected for an interview will be contacted.**

*Synergía – Initiatives for Human Rights is an equal opportunity employer. Synergía makes all hiring and employment decisions, and operates all programs, services, and functions without regard to race, receipt of an order of protection, creed, color, age, gender, gender identity, gender expression, marital or parental status, religion, ancestry, national origin, amnesty, physical or mental disability, protected veterans status, genetic information, sexual orientation, immigrant status, political affiliation or belief, use of family and medical leave, military and family military rights, ex-offender status (depending on the offense and position to be filled), unfavorable military discharge, membership in an organization whose primary purpose is the protection of civil rights or improvement of living conditions and human relations, height, weight, or HIV status.*