



Program Officer, Anglophone 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 Officer for Anglophone Africa** is responsible for supporting the Synergía Africa team with a range of duties related to program design and implementation; monitoring, evaluation, and reporting; budget development and monitoring; subgrant monitoring; and general administrative tasks. Individual accountabilities and work volume will be established through the development of annual Success Objectives, within the framework outlined below.

Essential Duties and Responsibilities:

The Program Officer:

- Assists the program development team in the design of project proposals and budgets;
- Liaises with Synergía partners to gather their inputs for project proposals and ensure project proposals are drafted in ways that address partners’ priority needs;
- Supports the Africa Coordinator in organizing and facilitating capacity strengthening activities;
- Designs and/or adapt Synergía training curricula for use in capacity strengthening activities;
- Assists the Africa team in the preparation, review, and submission of required progress reports, schedules, and other related work products to Synergía’s donors;
- Maintains the programming calendar for Anglophone Africa-related programs;
- Collects, consolidates, and analyzes data for internal and external programmatic information sharing purposes and reports;
- Supports the Africa team in building and maintaining relationships and partnerships with organizations, groups, consortia, activists, movements, and state actors engaged in Synergía’s programming;
- Drafts calls for proposals, grant application forms, and reporting forms for Synergía grantmaking processes;
- Supports potential grantees as they design and draft project proposals that are submitted for Synergía funding;
- 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 two 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 English; any additional language skills is preferred.
- 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: Abuja, Nigeria

To apply: email a cover letter, together with a resume, and two references to contact@synergiaihhr.org by **December 10th, 2023**. Indicate in the subject line "Program Officer Anglophone 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.