FAWENA
FORUM FOR AFRICAN WOMEN EDUCATIONALISTS IN NAMIBIA
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Job Title: Assistant Programme Officer

Location: Windhoek
Reports to: Programme Officer
Application Deadline:

Job Description Summary

The Assistant Programme Officer supports the coordination and implementation of programme activities in line with the strategic objectives of FAWENA. The role involves assisting with planning, implementation, monitoring, evaluation, documentation, and reporting of programmes to ensure effective delivery and alignment with donor and stakeholder expectations.

Key Duties and Responsibilities

1. Programme Coordination and Implementation

- Assist in the planning and execution of programme activities such as workshops, training sessions, and outreach events.

- Support the development and tracking of programme work plans and budgets to ensure timely implementation.

- Provide administrative and logistical support to programme teams during activities.

- Ensure activities are implemented in accordance with FAWENA standards and gender-responsive education best practices.

2. Stakeholder Engagement

- Support the maintenance of relationships with community members, schools, government institutions, and partner organizations.

- Assist in organizing stakeholder meetings, events, and knowledge-sharing workshops.

- Participate in programme events and provide representation support where required.

3. Administration and Operations

- Maintain proper documentation, filing, and record-keeping of programme reports and data.

- Assist in preparing funding proposals, concept notes, and donor reports.

- Coordinate logistical arrangements for meetings, trainings, and field activities.

- Ensure compliance with FAWENA operational and financial procedures.

4. Communication and Reporting

- Draft basic programme communications including activity reports, briefs, and updates.

- Support regular communication with partners, beneficiaries, and stakeholders.

- Assist in compiling narrative and progress reports for submission to supervisors and donors.

5. Monitoring and Evaluation

- Support the implementation of monitoring and evaluation (M&E) activities and tools.

- Collect and organize programme data for analysis and reporting.

- Participate in field visits for monitoring purposes and documentation of success stories and lessons learned.

- Contribute to evaluation reports and programme review processes.

Required Qualifications and Experience

- Bachelor's Degree in Education, Social Sciences, Development Studies, or a related field.

- At least 1–2 years' experience in programme support, administration, or community-based project implementation.

- Experience working with communities, particularly in gender-responsive or youth-focused initiatives, is an advantage.

- Basic knowledge of monitoring and evaluation concepts and tools.

- Strong written and verbal communication skills in English.

- Good organizational and time-management skills.

- Proficiency in Microsoft Office (Word, Excel, PowerPoint); familiarity with data tools is an added advantage.

- Ability to work both independently and within a team environment.

Personal Attributes

- Commitment to FAWENA's mission, values, and gender equality principles.
- Professional, ethical, and respectful conduct.
- Detail-oriented, reliable, and proactive.
- Willingness to travel within regions when required.
- Demonstrates cultural sensitivity and adaptability.

Application Instructions

Interested candidates should submit:

1. A cover letter outlining their interest and suitability for the role.
2. A detailed CV.
3. Certified copies of academic and professional qualifications.
4. Contact details of three referees.

Applications should be emailed to: fawena@meiysac.gov.na

Subject line: Application – Assistant Programme Officer

Only shortlisted candidates will be contacted.