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‘EMPOWERING FEMALE STUDENTS’

VACANCY ANNOUNCEMENT

1. GRADUATE TRAINEE – PROGRAMS

Applications are invited from suitably qualified candidates to fill-in the position of **Graduate Trainee-Programs**

Overall purpose of the job

The job exists to assist with the management and implementation of projects, providing administrative and logistical support ensuring that the organizational projects are completed on time and within the budget.

Responsibilities

Reporting to the **Programs Manager** the successful applicant will be responsible for

- Preparing reports and presentations on the progress of the project.
- Coordinating meetings and workshops related to the project.
- Maintaining records and databases of project information.
- Assisting with the preparation of project proposals and budgets.
- Providing administrative support to the Programs Manager and team.
- Developing and implementing project communication strategies.
- Providing assistance with the delivery of training and capacity-building activities.
- Supporting the project team in monitoring and evaluating the project.

Qualifications and experience

- At least a bachelor's degree in a relevant field, preferably Social Work.
- Strong research, writing, and communication skills, and be able to work effectively as part of a team.
- Experience in project management, data analysis, or report writing is also desirable.

2. GRADUATE TRAINEE –MONITORING AND EVALUATION

Applications are invited from suitably qualified candidates to fill-in the position of **Graduate Trainee-Monitoring and Evaluation**

Overall purpose of the job

The job exists to ensure that programs and projects are meeting the intended goals and objectives and to identify areas of improvement.

Responsibilities

Reporting to the **Monitoring and Evaluation and Officer** the successful applicant will be responsible for

- Conducting data collection and analysis to assess the effectiveness of programs or projects.
- Developing and implementing monitoring and evaluation plans and tools with the assistance of the Monitoring and Evaluation Officer.
- Communicating findings and recommendations to stakeholders.
- Providing ongoing support and guidance to program staff on M&E processes and procedures.
- Participating in data collection activities such as surveys, focus groups, and interviews.
- Analysing data using appropriate statistical and data visualization techniques.
- Developing and maintaining databases and reporting systems.

Qualifications and experience

- A Bachelor's degree in statistics, social science or a related field
- Strong analytical and quantitative skills, including experience with statistical software (e.g., SPSS, R, Stata)
- Excellent written and verbal communication skills
- Strong organizational skills and attention to detail
- Ability to work independently and as part of a team
- Experience with M&E tools and methodologies

3. GRADUATE TRAINEE – ADVOCACY AND COMMUNICATIONS

Applications are invited from suitably qualified candidates to fill-in the position of **Graduate Trainee- Advocacy and Communications**

Overall purpose of the job

The overall purpose of a graduate trainee in advocacy and communication is to support the organization's advocacy and communication efforts. This may include tasks such as conducting research and developing policy briefs to support advocacy efforts and drafting and editing content for the organization's website, newsletters, and other communications materials.

Responsibilities

Reporting to the **Advocacy and Communications Manager** the successful applicant will be responsible for

- Developing and implementing advocacy campaigns.
- Monitoring and analyzing media coverage of the organization and its advocacy efforts.
- Preparing press releases, op-eds, and other advocacy materials.
- Building relationships with journalists and other media professionals.
- Assisting with the organization's events and other outreach activities.
- Researching and analyzing policy and political developments relevant to the organization's work.
- Coordinating the production of newsletters, reports, and other communications materials.
- The overall purpose of a graduate trainee in advocacy and communication is to support the organization's advocacy and communication efforts. This may include tasks such as:
- Conducting research and developing policy briefs to support advocacy efforts.

- Drafting and editing content for the organization's website, newsletters, and other communications materials.
- Designing and implementing social media campaigns to raise awareness about the organization's work.
- Coordinating media interviews and press conferences.
- Supporting the organization's efforts to engage with key stakeholders, including government officials, the media, and the general public.

Qualifications and experience

- A bachelor's degree in communications, journalism, or a related field.
- Excellent written and verbal communication skills.
- Strong research and analytical skills.
- Experience with social media platforms and content management systems.
- The ability to work in a fast-paced and often high-pressure environment.

Interested individual who meet the above specifications should apply via email to info@femalestudentsnetwork.org not later than **27 September 2023** clearly indicating the position applied for on the subject line of the email. The application must include an application letter and a current CV with full contact details of at least three contactable referees

Only shortlisted candidates will be contacted