



From the local to the continental, the Fahamu Pan-African Fellowship (FPAF) program has a vision of nurturing African social justice leaders - generating contemporary, energetic, visionary and innovative thought and activism. FPAF is a one year program that seeks to strengthen community based organisations and social movements across Africa by identifying individual community based activists with qualities of leadership and innovation, and providing them with hands-on work experience, training and development opportunities. The program aims to enhance the skills, knowledge and experience of community-based activists while increasing the effectiveness and professionalism of their affiliated organisations and movements.

Fellowship coordinator

Fahamu is seeking a coordinator for its Pan-African Fellowship Program. The coordinator will be based in our Nairobi, Kenya office.

Reporting to the Deputy Director, the fellowship coordinator will be responsible for:

- Developing curriculum for the Fellowship program and facilitating participatory workshops, seminars and other learning forums using diverse material and tools
- Conducting briefing sessions for prospective fellows and developing fellowship application material
- Identifying and coordinating the selection of host organisations, projects, fellows and mentors
- Providing and coordinating fellows' induction, monthly forums and seminars, evaluation and wrap-up workshops and seminars
- Coordinating and maintaining consistent communication with fellows, host organisations, mentors and Fahamu
- Moderating online discussions and forums for fellows for the continuous exchange of information, ideas, experiences, dialogue and resources
- Coordinating the production of the book and video of fellows' experiences
- Providing regular updates and reports to multiple audiences on the fellowship program
- Preparing financial and narrative reports at regular intervals
- Fundraising, proposal writing and donor liaison for the program

- Such other duties as may be required from time to time by mutual agreement

You must:

- Have at least five years experience working with social movements and community based organisations
- Have demonstrable experience developing curriculum and training materials
- Have demonstrable project leadership skills
- Be highly organised and able to work under pressure and to tight deadlines
- Have a demonstrable commitment to social justice and human rights in Africa
- Have excellent inter-personal skills
- Have excellent writing and communications skills
- Be fluent in English. Fluency in Kiswahili is also preferred.
- Be able to work with people from diverse backgrounds and experiences
- Have budget and financial management experience
- Be a self-starter, able to take initiative, and work effectively as part of a team
- Be proficient in the use of word processing and spreadsheet software
- Experience of using multi-media tools for multiple purposes is a plus
- Be based in Nairobi with the ability to travel if and when necessary

This position is for an initial two year contract period.

Please send your CV, cover letter and names of three referees to: winnie@fahamu.org

Applications close **17th December 2009**. Applications received after this date will not be considered. Only shortlisted candidates will be contacted.

Position start date: 18th January 2009

This is a full time position. Competitive salary commensurate with experience.

Fahamu is an Equal Opportunity Employer.

About Fahamu:

Fahamu is a pan-African organisation that supports the movement for social justice in Africa. We work with social movements that address the needs of the most vulnerable and marginalised in society. Fahamu seeks to nurture these movements to become significant agents for change by enhancing individual, collective and organisational leadership, skills and knowledge, as well as by creating platforms and networks for effective advocacy, enhancing the use of diverse and innovative tactics and strategies for change, and amplifying Africa-centred voices, perspectives and solutions.