



**Job Title:** Development Operations Officers and Development Operations Interns  
**Reporting to:** Senior Development Manager  
**Hours:** Monday – Friday 09:00 until 17:30 (37.5hrs per week)  
**Salary:** Competitive  
**Start Date:** ASAP  
**Location:** Cambridge, UK

### Overview

The Campaign for Female Education (CAMFED) is an international non-profit organisation tackling poverty and inequality by supporting marginalised girls to go to school and succeed, and empowering young women to step up as leaders of change. Since 1993, CAMFED's innovative education programmes in Zimbabwe, Zambia, Ghana, Tanzania and Malawi have directly supported more than 3.3 million students to attend primary and secondary school, and more than 5.7 million children have benefited from an improved learning environment.

Effective grant management and reporting is crucial in delivering CAMFED's mission, not only in providing support to our offices in Africa, but also in building the trust and long-term engagement of donors.

A role within the Development Operations team is a great opportunity for someone who is motivated to learn and communicate 'what works' in girls' education, as part of a growing, internationally-recognised NGO. Working within the Development Operations team provides the opportunity for close interaction with colleagues based in Africa who are at the forefront of programme delivery, and is ideal for someone who wants to build or consolidate their writing and project management skills as part of a dynamic and fast-paced team. You will also have the opportunity to work closely with colleagues across all CAMFED's functions: fundraising, monitoring, evaluation and learning, finance, communications and IT, and will gain a unique perspective into the running of a highly effective charity that is absolutely dedicated to its clients - the girls and young women that we serve.

### Job Purpose

CAMFED is looking to recruit development officers and development interns to join a dynamic, passionate and hardworking team committed to supporting the delivery of high quality programmes. You will communicate, or support the communication of the needs of donors to colleagues internationally, while at the same time recognising and supporting the delivery of on-the-ground priorities. You will communicate or support the communication of progress and achievements to donor partners through written reports developed in collaboration with colleagues in the field, finance and monitoring, evaluation and learning colleagues, as well as sharing programme knowledge and achievements across CAMFED itself.

An officer role is a permanent position, and will be suitable for those who are able to draw on and utilise some existing and relevant experience, either from within the NGO sector or from another sector.

An intern role will suit someone who is lacking the exposure but is passionate about girls' education and women's empowerment and is willing and able to learn. Internships are offered for an initial 3 month period, with a possible extension to 6 months. This will be paid at the National Living Wage, with five days of paid holiday. Ideally interns will be able to work for CAMFED on a full-time basis. It is possible that an intern could be offered a permanent position on completion of their term.

While the broad functions and purpose of the role will be similar at both intern and officer level, an officer would be expected to carry a greater level of independence, responsibility and accountability.

## Accountabilities

- Support CAMFED's relationship with a range of strategic and significant donor partners to ensure the delivery of key benchmarks, reports and progress updates across a range of grants.
- Prepare or contribute to donor reports, collaborating with colleagues internationally and across functions. This includes coordinating input from contributors, reviewing information prepared in country, and drafting/further developing and/or finalising report documentation as appropriate.
- Facilitate knowledge management and information sharing within CAMFED, including keeping the CRM database up to date.
- Keep abreast of up-to-date information on donor policy towards Africa and country contextual information.
- Support or feed into the preparation of proposals to funding partners, collaborating with colleagues in the wider development team, internationally and across functions. This includes researching contextual and other information required, coordinating input from contributors, and drafting/further developing and/or finalising proposal documentation as appropriate.
- Participate as a proactive member of the development team, supporting the delivery of global objectives and supporting fellow team members.
- Act as or support a 'country lead' focal point, sharing clear and relevant communications about that country and the CAMFED portfolio within it.
- Lead or support the regular review of managed grants to ensure contract compliance and optimal use of restricted funds, liaising closely with colleagues internationally and across functions to support work planning and check that progress and budget management is on track.
- As an officer, the role may entail international travel, including to CAMFED's partner countries in Africa.
- Other duties as relevant and required.

## Knowledge, Experience & Skills Required

### Essential: Officer

- Commitment and passion for CAMFED's values, mission and vision
- Excellent written and oral communication skills including report writing
- Effective team-working skills
- Ability to extract, consolidate and present information from a range of sources
- Comfort with Excel and working with financial documents
- Detail orientated and highly organised with an ability to work to tight deadlines
- Proactive, ability to prioritise a busy workload and maintain high-standards of professionalism
- Eligibility to work in the UK.

### Essential: Intern

- Commitment and passion for CAMFED's values, mission and vision
- Strong written and oral communication skills
- Effective team-working skills
- Detail oriented and highly organised
- Proactive approach to work
- Eligibility to work in the UK

### Desirable

- Knowledge / relevant qualification / experience re. international development issues, including gender
- Knowledge / understanding of the respective countries

### **Application Details**

Please send your CV together with a covering letter including the role you are applying for and your salary expectations, and reference 'Development Operations Recruitment' to [hr@camfed.org](mailto:hr@camfed.org) by 9am Friday 28<sup>th</sup> February 2020.

**Please note due to the volume of responses only successful candidates will be contacted.**

**No agencies or marketing sales please.**