

# act:onaid Job Description and Person Specification

<b>Job Title:</b>	International Project Manager: Young Urban Women: Life Choices and Livelihoods Programme (YUW)		
<b>Directorate/Cluster:</b>	Political and Programme Strategy	<b>Unit/Team:</b>	International Women's Rights Team
<b>Grade and Salary:</b>	GS Grade D	<b>Contract Type:</b>	Fixed Term Up to March 2026
<b>Location:</b>	Any country with ActionAid presence	<b>Budget Holder:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Reports to: (incl matrix reporting)</b>	Global Lead, Women's Rights and Feminist Alternatives		
<b>Direct Reports :</b>	None		
<b>Matrix Reports:</b>	None		
<b>Operational Remit:</b>	Global <input checked="" type="checkbox"/> Regional <input type="checkbox"/> Country Specific <input type="checkbox"/> International Secretariat <input type="checkbox"/>		
<b>DBS (CRB) / Police Check:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<b>Job Role</b>			
<b>Role Overview:</b>	<p>The International Project Manager provides overall oversight of the Young Urban Women: Life Choices and Livelihoods Programme(YUW) working with national project staff in each of the project countries and an international project accountant. Reporting to the Global Lead for Women's Rights and Feminist Alternatives, the International Project Manager also coordinates regional and international policy advocacy on behalf of the project, linking it to national and local-level work.</p> <p>The Young Urban Women: Life Choices and Livelihoods Project (YUW) supports the agency and activism of approximately 10,000 young women living in urban informal settlements in 19 cities across India, Ghana, Kenya and South Africa. The programme addresses the interlinkages between economic security, bodily integrity-including sexual and reproductive health and rights (SRHR) - and the disproportionate burden of unpaid care and domestic work in the lives of young women. It aims to dismantle the structural barriers that prevent young women in urban areas from fully enjoying their social and economic rights. A major focus of the project is access to universal, gender-responsive public services and social protection.</p>		
<b>Areas of Responsibilities</b>	<b>Key Activities</b>		
<b>1. AAI Values Practice &amp; Strategy Change Priorities</b>	<ul style="list-style-type: none"> <li>• <b>Leading Innovation and Change</b> Establish a culture of excellence in respective team that values experimentation and continuous improvement</li> <li>• <b>Feminist Leadership:</b> Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power)</li> <li>• <b>AAI Values Practice:</b> Ensure personal and team culture that demonstrates all of AAI values including: Mutual Respect, Equity and Justice, Integrity, Solidarity with People Living in Poverty and Exclusion, Courage of Conviction, Independence and Humility</li> </ul>		

<p><b>2. Delivery on Strategic Priorities</b></p>	<p><b>1. Project coordination and relationship management</b></p> <ul style="list-style-type: none"> <li>• Develop overall project plans in line with the approved proposal and donor requirements and ensures that the project is delivered according to plan</li> <li>• Establish and maintain effective working relationships with all project staff and internal and external partners and allies</li> <li>• Compile and manages a risk register for the project</li> <li>• Coordinate project learning platforms</li> </ul>
	<p><b>2. Thematic technical advice, content support and knowledge production</b></p> <ul style="list-style-type: none"> <li>• Support countries to strengthen their analysis of the thematic focus areas of the project and apply it to their programme and advocacy work</li> <li>• Coordinate the compilation of thematic reports, policy briefs and other products as relevant</li> </ul>
	<p><b>3. Coordination of advocacy work at regional and international levels</b></p> <ul style="list-style-type: none"> <li>• Develop specific plans for regional and international advocacy</li> <li>• Identify clear advocacy opportunities, policy influencing moments, spaces and targets</li> <li>• Participate in and/or coordinate staff and partner participation in meetings with relevant regional and international institutions to influence policy for young women’s social and economic rights</li> <li>• Liaise and collaborate with ActionAid country programmes and teams on regional and international advocacy initiatives</li> </ul>
	<p><b>4. Monitoring, reporting and communication</b></p> <ul style="list-style-type: none"> <li>• Liaise with project management teams in the project countries to produce internal progress reports on a quarterly basis.</li> <li>• Provide management analysis of the internal progress and financial reports</li> <li>• Provide internal progress reports in advance of International Project Accountability Team quarterly meetings and as needed and ensure follow-up on any agreed action points.</li> </ul>
	<p><b>5. Fundraising</b></p> <ul style="list-style-type: none"> <li>• Work with project countries and affiliates in ensuring consistent outreach to potential funders in order to grow and maintain a robust funding portfolio for the programme</li> </ul>

# act:onaid Job Description and Person Specification

<b>Education, Language &amp; Qualifications</b>		<ul style="list-style-type: none"> <li>• A degree holder in a relevant field.</li> <li>• Advanced project management experience of at least seven years in (a) development organization(s); preferably in multi-country women's rights projects involving young people in the global south</li> </ul>
<b>Essential Knowledge, skills and Experience</b>		<ul style="list-style-type: none"> <li>• Very strong thematic knowledge of feminist analyses of and approaches to macroeconomic policy, including the link to women's paid and unpaid labour, sexual and reproductive health and rights, public services and social and economic justice more broadly</li> <li>• Excellent strategic thinking, writing and communication skills</li> <li>• Experience in policy analysis and commissioning research gained in an NGO or public policy context</li> </ul>
<b>Desirable Knowledge, skills and Experience</b>		<ul style="list-style-type: none"> <li>• Experience in advocacy in regional and international policy spaces relevant to women's rights and gender equality, and related negotiation and networking skills</li> </ul>
<b>Competency Profile</b>		
<b>Leading Organisation</b>	<b>Strategic Perspective</b>	Demonstrate alignment of the Organisation's strategic priorities and goals.
	<b>Change Management</b>	Uses effective strategies to facilitate organisation change initiatives and overcome resistance to change by involving others, listening and building commitment.
	<b>Decisiveness and Agility</b>	Prefers quick and appropriate actions in many management situations, able to adapt and respond to fast changing eco system/environment
<b>Leading Others</b>	<b>Leading Teams</b>	Attracts, motivates, and develops high performing teams.
	<b>Building Collaborative Relationships</b>	Builds productive working relationships with co-workers and external parties, whilst valuing diversity (gender, race, culture).
	<b>Communication</b>	Expresses ideas clearly and concisely; disseminates information about decisions and plans proactively.
<b>Leading Self</b>	<b>Leading with Purpose and Credibility</b>	Acts in accordance with stated values; has strong commitment to develop, promote and practice AAI's values
	<b>Innovation and Taking Initiative</b>	Takes charge and proactively seeks new ideas, experiments with new processes/practices that capitalizes on opportunities