



## **TERMS OF REFERENCE**

### **African Intersex Movement (AIM) Job Opening**

#### **1. Position: Regional Coordinator**

Location: Remote, candidate should reside within Africa (4 days a week)

Reporting to: AIM Board Chair

Duration: Fixed-term (One year), renewable based on performance and funding

#### **Overview:**

The Regional Coordinator provides strategic leadership and oversight for AIM's regional programs, advocacy efforts, and partnerships. They ensure the organization's objectives align with the needs of intersex individuals across Africa.

#### **Key Responsibilities:**

- Lead and oversee AIM's regional programs and initiatives.
- Strengthen partnerships with intersex-led groups, SOGIESC organizations, human rights institutions, and policymakers.
- Represent AIM in regional and international forums, advocating for intersex rights.
- Oversee program implementation, ensuring alignment with AIM's strategic goals.
- Support fundraising efforts, including grant writing and donor engagement.
- Supervise the Program Officer and Communications & Admin Officer.
- Ensure timely reporting and accountability to the Board and donors.

#### **Qualifications & Experience:**

- Minimum of 5 years of experience in human rights, advocacy, or related fields.
- Experience in program management and working in a regional or international setting.
- Strong leadership, fundraising, and stakeholder engagement skills.
- Deep understanding of intersex rights and the broader human rights landscape in Africa.

- Excellent communication skills (verbal and written).
- Fluency in English; French or Portuguese is an added advantage.

**Remuneration:**

The fee for this position is 1000 USD per month.

## **2. Position: Program Officer**

Location: Remote, candidate should reside within Africa (4 days a week)

Reporting to: Regional Coordinator

Duration: Fixed-term(One year), renewable based on performance and funding

**Overview:**

The Program Officer supports the implementation of AIM's projects, ensuring effective coordination, monitoring, and evaluation of activities. They work closely with intersex organizations and allies to advance AIM's mission.

**Key Responsibilities:**

- Support the planning, implementation, and monitoring of AIM's programs and initiatives.
- Liaise with intersex organizations and other stakeholders to strengthen regional networks.
- Assist in grant reporting, data collection, and impact assessment.
- Organize capacity-building workshops and training sessions.
- Contribute to advocacy campaigns and policy engagement efforts.
- Prepare periodic programmatic reports for donors and stakeholders.

**Qualifications & Experience:**

- Minimum of 3 years of experience in program coordination, advocacy, or human rights work.
- Knowledge of intersex rights and social justice issues in Africa.
- Strong organizational, research, and communication skills.
- Ability to work independently and in a team environment.
- Proficiency in Microsoft Office and online collaboration tools.
- Fluency in English; French or Portuguese is an added advantage.

**Remuneration:**

The fee for this position is 700 USD per month.

### 3. Position: Communications & Admin Officer

Location: Remote, candidate should reside within Africa (4 days a week)

Reporting to: Regional Coordinator

Duration: Fixed-term(one year), renewable based on performance and funding

#### Overview:

The Communications & Admin Officer is responsible for AIM's communication strategies, media engagement, and administrative support. They manage AIM's online presence and ensure smooth internal operations.

#### Key Responsibilities:

- Develop and implement AIM's communication strategies and content for social media, website, and newsletters.
- Manage AIM's public relations, media outreach, and press engagements.
- Ensure consistent branding and messaging across all communication channels.
- Provide administrative support, including scheduling meetings, record-keeping, and correspondence.
- Support event planning and logistics for AIM's programs and advocacy initiatives.
- Maintain AIM's database and ensure timely responses to inquiries.

#### Qualifications & Experience:

- Minimum of 3 years of experience in communications, media relations, or administration.
- Strong writing, graphic design, and digital media skills.
- Experience in social media management and content creation.
- Excellent organizational and multitasking abilities.
- Proficiency in Microsoft Office and design tools (e.g., Canva, Photoshop).
- Fluency in English; French or Portuguese is an added advantage.

#### Remuneration:

The fee for this position is 500 USD per month.

#### Application Process

Interested candidates should submit a CV, a cover letter detailing their suitability for the role, and two references to [intersexafrica@gmail.com](mailto:intersexafrica@gmail.com) Email subject should be the position applied for e.g "**Communications & Admin Officer**" before the end of **21th April 2025**. Only shortlisted candidates will be contacted.

Equal Opportunity Statement: AIM is an equal opportunity employer and strongly encourages intersex persons and other marginalized groups to apply.