

Coordinator / Consultant

Starting date: Immediately

Contract: Annual

Organization: [Nazra for Feminist Studies](#)

Location: Home Town Based

About Nazra:

Nazra for Feminist Studies is an Egyptian Organization that explored its work since 2007 as a young group that aims to sustain and strengthen the Egyptian and regional feminist movement in the Middle East and North Africa, believing that feminism and gender are political and social issues that affect freedom and development in all societies and aiming to mainstream these values in both public and private spheres.

Task Summary:

Nazra is looking for a qualified candidate to join its regional initiative “**Feminist Coalition for MENA Towards Beijing 25**” to coordinate its work, contribute in the managing process and play the role of the spokesperson.

Qualifications:

1. Bachelor/Master’s Degree in social sciences or a related field. Preferred in public policy or gender.
2. Enough work experience in regards with the **Women Status** and **Women Issues** in the **MENA Region**.
3. Good knowledge on **Feminist** and **Gender** issues as well as **Feminist Movement** in the **MENA Region**.
4. Good knowledge on **Beijing Platform** process
5. Enough experience in regards on shadow reports and different intervention forms related to Beijing

6. Well updated by the essential development and changes in on both **Political** and **Legislative** levels in the **MENA Region**
7. Fluent Arabic and English languages (excellent verbal and written communication skills).
8. Ability to work independently and under the supervision of the Founder and the Executive Director
9. Ability to work within different context with the minimum awareness of risk management and decision making
10. Respecting women's diverse identities, ethnics, backgrounds and experiences
11. Transparency, accountability and commitment to evaluate and communicate the advocacy work outcomes to meet the Coalition goal and values.

Responsibilities:

The coordinator/consultant together with Nazra's Founder, Executive Director and Coalition's members will discuss openly and clearly the context, setting the coalition purpose, the appropriate methodology to conduct its work and develop its discourse.

Based on that the coordinator/consultant will be responsible to:

1. Work on the coalition work plan to meet its vision, mission and goal.
2. Coordinate work and communications between the members on a level and between the Coalition and other stakeholders on other level
3. Elaborate the different activities and events plan, coordinating their implementation and monitoring them administratively and financially
4. Elaborate a production of knowledge plan
5. Document the coalition work periodically
6. Work on a monthly a yearly internal report
7. Work on different written interventions and responses (Statements – Papers – Calls – Appeals)
8. Following-up on different calendars and events related to Beijing on the regional and international levels.

C.V / Resume shall be sent to info@nazra.org