

JOB TITLE:	Program Analyst – Women’s Rights
REPORTS TO:	Women’s Rights Program Manager
FUNCTIONAL AREA:	Programs

ABOUT THE ORGANIZATION

The Open Society Foundations work to build vibrant and tolerant democracies whose governments are accountable and open to the participation of all people.

The vision of Open Society-Africa is to build a globally respected, vibrant, and integrated Africa, characterized by democratic governance, sustainable development, and economic systems that deliver more just, inclusive, and accountable outcomes with and for the people and the environment in Africa.

In pursuit of this vision, Open Society-Africa’s mission is to deepen people-generated democracy, accountable governance, and inclusive development in Africa through strategic and participatory grantmaking and by strengthening gender justice.

JOB PURPOSE

The **Program Analyst** is an individual contributor role, helping to plan and execute program-related deliverables such as grant recommendations, strategy and organizational assessments. The Program Analyst is also responsible for data collection and information gathering. The incumbent develops authoritative recommendations at the program/department level about tools, methods, and formats of data collection and information gathering.

Recommendations have a significant short-term and long-term impact on the decision-making processes at the program/department level.

Program Analysts also develop relationships with program partners and provide programmatic support.

As a Program Analyst at Open Society-Africa, you will be responsible for:

- **Data Management:** Perform significant aspects of one or more data management functions with limited supervision. Responsible for identifying issues and developing new or changed processes in response to changing circumstances.
- **Developing Thematic Analysis:** Use data from a wide range of sources and identify possible impacts on the concerned program, project or activity.
- **Administration:** Carry out day-to-day administrative functions with limited supervision.
- **External and Internal Communications:** Interact with parties inside and outside of Open Society-Africa to obtain or to convey information that promotes issues or actions in which Open Society-Africa is interested.
- **Materials Preparation**
- **Budgeting**
- **Grantmaking**

- **Logistics/Arrangements**
- **Research and Recommendations**
- **Knowledge Management**

TECHNICAL SKILLS

Analytical Processes, Assessment, Planning and Organizing, Presentation Skills, Reporting, Service Delivery, and Writing Skills.

INDIVIDUAL COMPETENCIES

Advancing Diversity and Inclusion, Expertise, Getting the Right Things Done, Leading Change, Managing Time and Money, Strategic Thinking, Working Well with OSF Colleagues, and Working Well with Others.

EDUCATION

Relevant degree.

EXPERIENCE

Minimum number of years of relevant working experience—3 years.

If this sounds like the position you have been looking for, please submit your cover letter and CV via [Formstack](#). We look forward to learning more about you.

Only shortlisted candidates will receive a response. Open Society-Africa is an Equal Opportunity Employer.