

Terms of Reference

| | |
|-------------------------|---|
| Job title | Junior Coordinator |
| Start date | 01 September 2022 - 30 August 2023 |
| Duration | 70 days per annum with possibility of renewal |
| Type of contract | Contract under OSF |
| Duty station | South Africa |
| Open call date: | 18-29 July |

The Constitutionalism Fund (CF) seeks to employ services of a consultant experienced in grant-making, engaged and committed to advancing constitutionalism in South Africa.

Background

The Constitutionalism Fund (CF) was established in 2015 by Open Society Foundations, Ford Foundation and Atlantic Philanthropies (now administered by Social Change Initiative - an assignee of the Atlantic Philanthropies). The purpose of the CF is to support the constitutional vision of a transformed South Africa by exploring how transformative justice and redistributive justice can be used as tools to ensure equality and dignity for all with a focus on those who are most marginalized. These tools should be committed to transformed ways of understanding, knowing and doing; be responsive and inclusive of and actively advance indigenous modes of praxis; and supportive of courageous, diverse and alternate endeavours' which have the potential to contribute to achieving social, economic and other forms of justice.

Job summary

The consultant carries out activities to advance constitutionalism. The consultant will conduct assessments; represent the CF and provide administrative support to the Constitutionalism Fund Committee (CFC) and Snr Consultant.

Responsibilities & Tasks

Within delegated authority, the consultant will be responsible for the following duties:

Programme work

- Contribute to improvement and management of the CF's systems.

- Build relationships with potential and current grantees.
- Carry out the field scoping and due diligence that will enable the CFC to make informed decisions on grantees.
- Monitor the extent to which the CF is achieving its primary goals of contributing towards advancing and promoting constitutionalism and strengthening both institutional transformation and sustainability of key organisations in the field.
- Ensure the day-to-day operations of the Fund consistent with the overall grant-making strategy and programming priorities determined by the CFC. This includes all stages of grant-making: application and review, grant award, grant monitoring, and grant closeout.
- Program review, analysis, and report compilation for CFC consumption.

Stakeholder engagement:

- Attend individual and group meetings with donors funding in the sector as part of donor coordination and collaboration.

Administrative:

- Provide general administrative support and management to the Fund.
- Electronic document filing and management.
- Organize meetings including travel and accommodation logistics.
- Organize workshops and convenings.
- Scheduling, collate and distribute CFC meeting documents.
- Schedule and manage grantee monitoring meetings.
- Draft meeting minutes and follow-up on matters arising (post-meeting consolidation).
- CF website management including updates and maintenance.
- Support the preparation of the operational and program budget.
- Coordinate processes that require payment, acquisition of electronic & other assets.
- Support the Snr Coordinator/ consultant in designing grantee peer engagement and learning processes where needed and attend sector level civil society meetings as part of field learning.
- Assist in the management of systems and templates for enquiry management and ensure effective communication with funding partners, grantees, and key stakeholders.

Competencies required

The CF will priorities applicants from previously disadvantaged communities with the following qualifications and capabilities:

- **Experience:** Five years' related experience in grant-making in relation to constitutionalism and / or social justice will be an advantage. A critical understanding and deep commitment to social justice issues in the country
- **Education:** Post / Undergraduate degree or equivalent in law, human rights, political science, development studies, humanities, or relevant discipline.
- **Project management skills:** Excellent organizational skills and attention to details. The ability to prioritize work effectively and adjust to multiple demand within set deadlines. The ability to design and implement effective grants management processes and procedures. Excellent time management, analytical skills, and creative thinking.
- **Independent and teamwork:** Strong leadership skills. The ability to represent the Secretariat at CFC meetings as necessary. Ability to work independently with minimal supervision and as part of a team that works remote. The ability to work well under pressure in a fast-paced environment.
- **Communication skills:** Strong interpersonal, written, and verbal communication skills. Superior customer service skills to external and internal constituents. Excellent listening skills, follow through and problem-solving abilities. Proficiency in English and other African language.