

FEMINIST AFRICA



***Feminist Africa* is Hiring**

Feminist Africa, a gender studies journal hosted at the Institute of African Studies, University of Ghana, is seeking to hire an Assistant Programme Officer for its office, starting 2nd March 2026.

Type of contract: Part-time

Responsibilities

1. Governance

- i) Assist with the organisation of FA meetings.
- ii) Assist the Programme Officer in production of the minutes of FA meetings.
- iii) Host FA virtual meetings.
- iv) Assist with arranging FA events, conferences and travels.
- v) Liaise with and manage communications between FA and the IAS, Editors, Associate Editors, editorial team, production personnel and funders to ensure timely responses to agreed timelines.

2. Editorial processes

- i) Support issue editors in editorial processes.
- ii) Receive the concept note from issue editor/s and share with FA Editors.
- iii) Prompt issue editors to produce a timetable for editorial processes and production of their issue.
- iv) Send reminders to issue editors when there has been a slippage in the timetable for editorial processes.
- v) Support the reviews editor in maintaining and building a database of reviewers by discipline and areas of expertise.

3. Production

- i) Assist with overseeing the production of journal issues.

4. Distribution

- i) Assist with ensuring that the completed journal is published on the FA website and the Open Journal System on time.
- ii) Assist with ensuring that printed copies of the journal are distributed to relevant institutions and individuals on time.
- iii) Assist with ensuring that FA is publicised on relevant websites and with relevant organisations/associations, especially on the continent.

5. Project Support and Coordination

- i) Assist with the drafting of grant proposals for FA programmes.
- ii) Assist FA project coordinators to ensure the successful execution of project activities.
- iii) Assist IAS accountants in the management of FA finances.

Qualifications

- At least an M.A. or M.Sc. degree or its equivalent in any Social Science or the Humanities.
- On-the-job experience of any of the tasks in the job description would be an added advantage.
- Some knowledge and understanding of the key gender issues in Africa.
- Strong verbal and written communication and interpersonal skills.
- Strong organisational skills.
- Knowledge of Open Journal Management Systems.
- Knowledge and competence in Microsoft Office.
- Ability to liaise with FA's various governance structures, funders, and institutional partners.
- Proficiency in French and/or Portuguese would be an advantage.
- Residence in **Accra, Ghana**.

How to Apply

Interested applicants should email a resume and cover letter to contact@feministafrica.net/
editor@feministafrica.net

Deadline for applications: 28th January 2026

For further clarifications, kindly contact Abena Yeboah on editor@feministafrica.net