

WIEGO Job Advert

Job Advert: WIEGO Childcare Coordinator (3 days per week - the contract will run from early 2024 until December 2026)

Remote position - Home-Based Location.

About WIEGO

Women in Informal Employment: Globalizing and Organizing (WIEGO) is a global network focused on securing livelihoods for the working poor, especially women, in the informal economy. We believe all workers should have equal economic opportunities and rights. WIEGO creates change by building capacity among organizations of workers in informal employment, expanding the knowledge base about the informal economy, and influencing local, national and international policies.

WIEGO's Social Protection Programme

This position is located within WIEGO's Social Protection Programme, which is responsible for supporting organizations of informal workers to better access social protections, health and childcare services. The team consists of the Director and four team members.

The Position

In response to the demand from informal workers' organizations, the Social Protection Programme at WIEGO started its pillar of work on childcare in 2014. Its aim is to encourage local and national governments to consider public childcare as a key social protection measure that will reduce poverty and inequality. Over the last four years our focus has increasingly been on promoting the uptake of participatory, multi-stakeholder processes to guide the development of childcare services in informal markets across Africa.

We are currently running a three-year project, which aims firstly to continue this work on childcare in markets in three African cities – Accra, Durban and Kigali. Secondly, through research and advocacy, to work globally to promote a grounded, nuanced and heterogeneous understanding of appropriate models of childcare service provision models which incorporate the needs of all working women.

We are currently looking for a Childcare Coordinator to guide the implementation and further development of this work.

Responsibilities

Responsibilities will include:

- Providing support to the ongoing work in Accra, Durban and Kigali to ensure that the project objectives are achieved over the three-year project.
- Ensuring ongoing communication and learning between the projects in Accra, Durban and Kigali.
- Taking the lead on the organization and logistics of cross-country/regional events organized under the project – for example exchange visits and learning meetings.
- Taking the lead on communicating and disseminating the learnings from the city-level work, for example through the writing of blogs, op-eds, participation in podcasts and so on.
- Actively scoping out and participating in global and regional policy advocacy spaces and opportunities to further promote the uptake and influence of the local and global work.
- Providing coordination support to the global research project on models of childcare provision.
- Project management, including maintaining the project calendar, taking responsibility for budget tracking and reporting.

About You

To be successful for this position you will need the following:

Required Experience and Qualifications:

- An advanced degree (Masters-level) with a focus on public policy, early childhood development or development studies or equivalent work experience.
- 5 years previous experience working in a non-profit, public policy organization, government or academic environment.
- At least 3 years experience in project management, particularly in the area of childcare, social protection or gender equality
- Track record of policy advocacy on childcare and/or care issues for and with low income groups in Africa, Latin America or Asia.
- Experience in producing written content such as blogs, op-eds, and engaging in podcasts to disseminate project learnings.
- Demonstrated experience in organizing cross-country/regional events, such as exchange visits and learning meetings.
- Grassroots experience working with membership-based organizations is preferable.

Skills and Competencies:

- Excellent written and spoken English-language skills, including the ability to effectively convey complex ideas to diverse audiences. [a sample of written work is required].
- Strong interpersonal skills.
- Self-motivated and proactive with a problem-solving perspective.
- Ability to work well across multiple cultures within a virtual network.
- Comfortable with working largely virtually and from own work space.

What we offer

The self-employed consultancy contract is offered on an initial 3-month trial basis (3 days per week, flexible hours) extendable until December 2026 subject to satisfactory performance and mutual agreement.

Pay is in US Dollars and is dependent on experience, location and the role profile. This will be discussed with the successful candidate.

The post-holder will work from home and therefore you will need access to your own computer equipment and a strong Internet connection.

Next Steps

To apply for this position, please submit a resume, a writing sample (in English) and cover letter explaining your motivation and how you fulfil the above requirements to recruit@wiego.org by the closing date of February 15th 2024 (23:59 GMT). Please also include contact details for two referees.

WIEGO is committed to diversity, equity and inclusion. All applicants are welcome.