



Terms of Reference

Knowledge & Research Programme Assistant

Position: Knowledge and Research Programme Assistant

Reports to: Knowledge Base and Political Education Programme Lead with additional support to other SFF programmes as needed

Working Hours: Full-time (32 hours per week, 4 days per week)

Location: Remote

Salary: USD 1,600 per month

Contract Duration: 1 year (with the possibility of extension based on performance and funding availability)

About South Feminist Futures

South Feminist Futures is committed to building transnational solidarity between feminists across the Global South to shape collective visions and agendas for action for the future based on our shared experiences, our rich history of feminist theorising and reimagining and our determination to sustain, expand and entrench the gains of our struggles.

Inclusivity Statement:

South Feminist Futures (SFF) is committed to fostering a diverse and equitable workplace. We strongly encourage applications from women, non-binary individuals, and transgender women and men. We believe that diverse experiences and perspectives are essential to achieving our mission and creating a welcoming environment for all.

Job Overview:

The Knowledge and Research Programme Assistant supports the Knowledge Hub and Political Education initiatives by assisting with research, content management, and event coordination. This role involves mapping feminist knowledge materials, managing databases, and supporting content production. The position requires strong research skills, familiarity with feminist theory, and a commitment to advancing the Knowledge Hub's and Political Education's impact.

Key Responsibilities:

- Assist in researching and identifying feminist knowledge materials, resources and authors for the Knowledge Hub and Political Education series.
- Manage the South Feminist Knowledge Hub database, ensuring content is up-to-date, accessible, and user-friendly.
- Support the development of databases and directories for feminist knowledge and resources.



- Contribute to the development of the Knowledge Hub content and strategy.
- Assist in developing a political education curriculum and strategy.
- Curate and develop content, including reading lists, author profiles, blog posts, and social media materials.
- Maintain organised data and information related to the Knowledge Hub and Political Education.
- Assist in preparing reports, updates, and presentations on research and content production.
- Provide support for online events, including run-sheets and material preparation.
- Coordinate with external contractors to ensure timely and quality delivery of services.

Qualifications and Skills:

- Relevant bachelor's degree in social sciences, history, humanities, gender studies, or a related field.
- At least 2 years of experience in research, knowledge production, library-archives or education projects, preferably in a non-profit or feminist context.
- Demonstrated knowledge of Global South feminist theory, research methodologies, and decolonial approaches.
- Strong strategic thinking, writing, and research skills, with experience in content mapping and analysis.
- Proficiency in Microsoft Office, Canva, Box and other online collaboration tools.
- Fluency in English; proficiency in additional languages such as French, Arabic, Spanish, or Portuguese is advantageous.
- Experience with content management systems, particularly WordPress.
- Commitment to feminist principles, intersectionality, and decolonial approaches.

Application Procedures

Interested candidates should submit their application [here](#), including a resume and cover letter, detailing their qualifications and experience relevant to the role. All applications must be submitted through our online portal by 1st November 2024 by 23H50 GMT time zone

Closing Date: 1st November 2024 by 23H50 GMT time zone

Please note that only shortlisted candidates will be contacted for further steps in the selection process. South Feminist Futures (SFF) reserves the right to withdraw the terms of reference or close the application process at any time without prior notice.

Thank you for your interest in joining our team. We look forward to reviewing your application.