



Finance and Operations Coordinator – The International PRIDE Centre

Job Title	Finance and Operations Coordinator – The International PRIDE Centre
Employment type	Part time, with future potential for full time
Organisation	The International PRIDE Centre (hosted by ICVA)
Location and Duration	Remote, with occasional travel in eastern and southern Africa (strong preference for candidates based in Africa) 1 year with possibility of renewal – contingent upon project financing
Reporting to	Executive Director

I. About The International PRIDE Centre

The International PRIDE Centre: Protection, Rights, and Inclusion in Displacement and Emergencies is a new initiative which is working to ensure that the urgent, critical needs of people and communities with non-traditional Sexual Orientation and Gender Identity and Expression (SOGIE) in Africa are included in emergency responses to natural disasters, refugee displacement, and climate-driven displacement.

Laws and regulations prohibiting and criminalising SOGIE individuals, organisations, and those that assist them are rapidly expanding throughout the world. The International PRIDE Centre is developing resources, tools, and inclusion training for emergency and humanitarian actors, alongside advocacy to donors and UN agencies to ensure that the unique and specific needs of persons from sexual and gender minority communities are identified, included, and responded-to with empathy, safety, and urgency by response agencies during emergencies.

The International PRIDE Centre will focus on six pilot countries in Africa with a planned Phase 2 scale-up.

The International PRIDE Centre is an independent secretariat hosted by ICVA, established in 2024. Governed by a Strategic Advisory Board, the Centre is an initial team of four, working with local partners.

II. About ICVA (host organisation)

Established in 1962, the International Council of Voluntary Agencies (ICVA) comprises a worldwide network of more than 160 non-governmental organizations (NGOs) engaged in activities across 160 countries. Operating at global, regional, national, and local tiers, ICVA is dedicated to enhancing the principled and effective nature of humanitarian action. Through collaborative and independent efforts, the organization strives to influence policies and practices, fostering a collective impact on the humanitarian landscape.

With a historical foundation in Geneva, the ICVA Secretariat extends its reach across Africa, Asia, Latin America, and the Middle East and North Africa (MENA) region.

III. Summary of Role

The Finance and Operations Coordinator is responsible for managing the day-to-day financial operations and supporting the administrative needs of the organization. This role requires expertise in financial management, compliance, grant management, and proposal development with NGOs.

As part of the core team for the International PRIDE Centre, the Coordination will be expected to embrace and promote the values of inclusion and equity for LGBTQI+ persons and communities, in all their diversity.

The coordinator will work closely with the ICVA operations teams and partners to ensure smooth financial and operational processes, while maintaining compliance with organizational and donor regulations.

This is a part-time (50%) role with a strong possibility of expanding to full time.

IV. Main Duties and Responsibilities

Financial Management	<ul style="list-style-type: none"> Oversee day-to-day financial operations, including budgeting, forecasting, and financial reporting. Ensure accurate recording and tracking of expenses and revenues. Maintain compliance with financial policies, donor requirements, and auditing standards.
Grant Management	<ul style="list-style-type: none"> Manage financial aspects of grants, ensuring compliance with donor guidelines and timelines, including with implementing partners. Track expenditures and prepare financial reports for grants. Assist with the financial closeout of grants and projects.
Proposal Development	<ul style="list-style-type: none"> Collaborate with programme and development teams to assist in the preparation of proposals, including budgeting and financial planning. Provide guidance on cost-effective and compliant financial solutions for grant proposals.
Operational Support	<ul style="list-style-type: none"> Alongside ICVA colleagues, support administrative processes such as procurement, HR, and logistics as needed. Ensure operational compliance with organizational policies and international regulations.
Partnership coordination	<ul style="list-style-type: none"> Work closely with ICVA teams and partners to align financial and operational strategies. Provide financial support and advice to partner organizations to strengthen their financial systems and capacity.

V. Qualifications and Experience

Education	<ul style="list-style-type: none"> Academic Certification in finance, accounting, business administration, or related field.
Experience	<ul style="list-style-type: none"> At least 5 years of experience in finance and operations with an NGO in humanitarian or development contexts. Proven experience with grant management, including financial reporting and compliance.

	<ul style="list-style-type: none"> • Experience in proposal development and working closely with teams on project budgets. • Strong knowledge of accounting software, financial management systems, and Excel. • Excellent organizational, analytical, and communication skills. • Ability to work independently and manage multiple tasks and priorities.
Values	<ul style="list-style-type: none"> • Demonstrable experience working within and promoting core humanitarian values, including the ICRC’s Fundamental Principles, anti-racism and aid decolonisation. • Knowledge of and experience living and working with SOGIE individuals and communities in all their diversity.
Language	<ul style="list-style-type: none"> • Fluency in written and spoken English.

The Strategic Advisory Board will review this Job Description on an annual basis and amend if required.

The PRIDE Centre is rooted in a foundation of anti-racism and aid decolonisation across all outputs and operations. We embrace SOGIE communities in all their diversity, inclusive of indigenous understandings of non-CIS sexual identity and gender expression and identity.

The International PRIDE Centre’s Commitment on Diversity, Equity and Inclusion

The International PRIDE Centre, its staff and board, are committed to a world that embraces diversity, equity, and inclusion. We believe that every individual—regardless of gender identity, sexual orientation, race, ethnicity, or socio-economic background—deserves dignity, safety, a livelihood, and a sense of belonging.

We champion the rights of LGBTQI+ communities globally, with particular emphasis on the unique challenges, strengths, and experience of those in the Global South. We acknowledge the intersectionality of oppression and empowerment, understanding that experiences of discrimination are shaped by colonial histories, economic disparities, religion, and cultural contexts.

This commitment extends across all our work, outputs, activities, and our advocacy and external representation.

To apply:

*Please send a cover letter, CV/resume to PrideCentre_recruitment@tuta.com with the subject FINANCE-OPS, by **17:00 East Africa Time on 11 November 2024**.*

Applications will be considered on a rolling basis.

Incomplete applications and applications received after the deadline will not be considered.

Please note that only shortlisted candidates will be contacted.