



JUMUIYA WOMEN FUND (JWF)

VOLUNTEER OPPORTUNITIES ADVERTISEMENT

Jumuiya Women Fund (JWF) is a women-led organization committed to promoting the social and economic empowerment of women and girls through sustainable development programs, advocacy, capacity building, and strategic partnerships. JWF invites applications from qualified, passionate, and highly motivated individuals to fill the following volunteer positions. Female applicants are strongly encouraged to apply.

1. Communication and Partnership Officer (Volunteer Position)

Jumuiya Women Fund (JWF) invites applications from qualified and passionate individuals to volunteer as Communication and Partnership Officer. The successful volunteer will support the organization's communication, visibility, stakeholder engagement, and partnership-building initiatives. Female applicants are encouraged to apply.

Key Responsibilities

- Develop and implement communication and visibility strategies.
- Manage the organization's website, social media platforms, and digital content.
- Prepare newsletters, press releases, reports, and other communication materials.
- Build and strengthen partnerships with donors, government institutions, development partners, and other stakeholders.
- Coordinate media engagement, branding, and organizational events.
- Support resource mobilization and documentation of organizational impact.

Qualifications and Experience

- Bachelor's degree in Communications, Public Relations, Journalism, Marketing, Development Studies, or a related field.
- Minimum of three (3) years' relevant experience.
- Excellent written and verbal communication skills.
- Experience in stakeholder engagement and partnership development.
- Knowledge of digital communication tools and graphic design software is an added advantage.

2. Accountant (Volunteer Position)

Jumuiya Women Fund (JWF) is a women-led organization committed to promoting the social and economic empowerment of women and girls through sustainable development programs, advocacy, capacity building, and strategic partnerships. We are seeking a qualified, experienced, and highly motivated individual to volunteer as Accountant. Female applicants are encouraged to apply.

Key Responsibilities

- Maintain accurate financial records and prepare periodic financial reports.
- Manage budgeting, cash flow, bank reconciliations, and financial transactions.
- Ensure compliance with organizational financial policies, statutory requirements, and donor regulations.

- Prepare financial statements and support internal and external audits.
- Maintain accounting systems and ensure proper documentation of financial records.

Qualifications and Experience

- Bachelor's degree in Accounting, Finance, or a related field.
- CPA Part II is an added advantage.
- Minimum of three (3) years' relevant experience, preferably in the NGO sector.
- Proficiency in accounting software and Microsoft Office applications.
- Strong analytical, organizational, and communication skills.

3. Program Officer (Volunteer Position)

Jumuiya Women Fund (JWF) is seeking a competent and results-oriented individual to volunteer as Program Officer, supporting the planning, implementation, monitoring, and reporting of development programs aimed at empowering women and girls. Female applicants are encouraged to apply.

Key Responsibilities

- Coordinate the planning and implementation of project activities.
- Prepare work plans, budgets, and project reports.
- Monitor project progress and ensure timely implementation of activities.
- Facilitate community engagement and stakeholder collaboration.
- Conduct field monitoring visits and document project outcomes.
- Support proposal development, monitoring, evaluation, learning, and reporting.

Qualifications and Experience

- Bachelor's degree in Development Studies, Social Sciences, Community Development, Project Management, or a related field.
- Minimum of three (3) years' experience in project implementation within the NGO or development sector.
- Strong project planning, monitoring, evaluation, and reporting skills.
- Excellent interpersonal, facilitation, and organizational abilities.

How to Apply

Interested candidates should submit a cover letter indicating the position applied for, a detailed Curriculum Vitae (CV) with at least three professional referees, and copies of academic and professional certificates. Applications should be submitted no later than 31st July, 2026 via email to Careers@jumuiyawomenfund.org. Only shortlisted candidates will be contacted.