

Terms of Reference (ToR)

Position title : Volunteer – Digital Platforms and Knowledge Management Support

Position Title

AWLN Volunteer – Digital Platforms and Knowledge Management Support

Duty Station

Remote and/or AWLN Secretariat (as assigned)

Duration

Six (6) months, renewable subject to performance and organizational needs.

Reports To

AWLN Coordinator

Background

The African Women Leaders Network (AWLN) is a transformative platform established under the auspices of the African Union and the United Nations to advance women's leadership, participation, and influence across all sectors of society. As AWLN continues to expand its global footprint and strengthen its digital engagement, the Secretariat seeks a highly motivated volunteer with strong digital communication, project management, and technology skills to support AWLN's digital platforms, knowledge management functions, and coordination mechanisms.

Purpose of the Assignment

The Volunteer will support the AWLN Secretariat in enhancing digital communications, strengthening project coordination through digital platforms, and promoting the effective use of artificial intelligence and other technology tools to improve efficiency, collaboration, and impact.

Key Responsibilities

Digital Communications and Content Management

Support the development of digital communication materials for AWLN initiatives and activities.

Draft, schedule, and manage content across AWLN digital platforms and coordination spaces. Support the dissemination of key information and updates to internal and external stakeholders.

Digital Platforms and Project Management

Serve as a focal point for managing and maintaining AWLN workspaces on Monday.com and other project management platforms.

Support the creation and management of project boards, workflows, dashboards, timelines, and task-tracking systems.

Monitor the progress of activities and provide regular updates to the Secretariat.

Facilitate coordination among committees, volunteers, consultants, and partners through digital collaboration tools.

Support the continuous improvement of digital systems and workflows to enhance organizational effectiveness.

Knowledge Management and Documentation

Support the organization and maintenance of digital files, databases, records, and project documentation.

Assist in preparing meeting summaries, action trackers, and progress reports.

Contribute to the development and maintenance of digital repositories and knowledge-sharing systems.

Support the documentation and archiving of AWLN initiatives, events, and institutional resources.

Artificial Intelligence and Digital Innovation

Utilize AI-powered tools to enhance productivity, communication, content creation, and project management.

Support the development of AI-assisted communication products, presentations, concept notes, reports, and visual materials.

Identify innovative digital solutions that can strengthen AWLN operations, coordination, and outreach.

Provide guidance and support to team members on the effective use of selected digital and AI tools when required.

Event and Administrative Support

Support the digital coordination of AWLN meetings, webinars, conferences, and high-level events.

Assist with participant registration systems, virtual meeting platforms, and online engagement tools.

Support event communications before, during, and after major AWLN activities.

Provide administrative and coordination support related to digital event management.

Required Qualifications

Education

University student, recent graduate, or young professional in Communications, Information Technology, Digital Media, Project Management, International Relations, Business Administration, or a related field.

Experience

Demonstrated experience in digital communications and social media management.
Strong working knowledge of Monday.com.
Experience using project management and collaboration tools such as Monday.com, Asana, Trello, Airtable, Notion, Microsoft Teams, Slack, Google Workspace, or similar platforms.
Experience using graphic design tools such as Canva, Adobe Express, Photoshop, Illustrator, or equivalent.
Familiarity with AI tools for communication, content generation, design, research, and productivity.

Technical Skills

Administration and workflow management on Monday.com.
Digital content creation and graphic design.
Social media management and analytics.
Proficiency in AI tools such as ChatGPT, Gemini, Claude, Microsoft Copilot, Canva AI, or equivalent platforms.
Excellent Microsoft Office and Google Workspace skills.
Strong organizational, coordination, and multitasking abilities.

Languages

Excellent written and spoken English.
Working knowledge of French is highly desirable.
Knowledge of additional African Union languages is an asset.

Competencies

Strong interpersonal and communication skills.
Creativity, initiative, and innovation.
Attention to detail and accuracy.
Ability to work independently and meet deadlines.
Strong organizational and coordination skills.
Commitment to gender equality and women's leadership.
Professionalism, integrity, and discretion.

Expected Deliverables

Digital communication products developed and disseminated.
Updated and functional Monday.com project management systems.
Well-organized digital knowledge repositories and documentation systems.
Monthly activity updates and progress reports.
Enhanced digital engagement and communication support.
AI-assisted tools and processes introduced to improve Secretariat efficiency and collaboration.

Time Commitment

The Volunteer is expected to dedicate approximately 15–20 hours per week, with flexibility during major AWLN events, campaigns, and high-level engagements.

Benefits

This volunteer opportunity provides practical experience in international development, women's leadership, digital communications, knowledge management, project coordination, and engagement with high-level continental and global initiatives led by AWLN and its partners.

Confidentiality

The Volunteer shall maintain strict confidentiality regarding all information, documents, communications, and materials accessed during the course of the assignment and shall not disclose such information without prior authorization from the AWLN Secretariat.

How to Apply

Apply through the following form by **June 12, 2026**:

https://docs.google.com/forms/d/e/1FAIpQLSev_K2U5oMGhucu59aD1dJTqqkLSUu4KCrBj_FuMmrBPiMnYw/viewform?usp=sharing&oid=113650745292119113843