

Africa Network Mobilization Lead

Location: Remote (with travel)

Languages: Professional fluency in French and English

Contract: Part-time / Integrated Consultancy

Duration: 8 months (1 October 2026 - 31 May 2027)

Level of Effort: 2 days/week (+ pro-rata leave allowances)

Remuneration: EUR 3,500 - 5,250 per month full-time equivalent (depending on experience and profile)

Role purpose

The officer will recruit, onboard, and support African civil society organisations participating in a virtual programme on AI and digital governance. Their primary responsibility will be to sustain participant engagement and ensure consistent attendance across all mandatory sessions. The programme will involve organisations already working on AI governance, as well as organisations from adjacent fields that can contribute relevant perspectives to emerging AI debates.

Key responsibilities

- Identify and mobilize relevant CSOs across Africa.
- Engage organisations working directly on AI, digital governance, digital rights, data governance, and civic technology.
- Identify and engage organisations from related fields whose expertise can enrich AI governance debates, including environmental justice, labour rights, gender equality, human rights, consumer protection, education, youth, and social justice.
- Confirm participants' availability and commitment before selection.
- Conduct participant onboarding in French and English.
- Build trusted relationships and a strong sense of community across the cohorts.
- Manage invitations, reminders, attendance confirmations, and individual follow-ups.
- Track participation, responsiveness, assignments, and risks of disengagement.
- Identify and help resolve barriers related to connectivity, scheduling, language, or organisational workload.
- Facilitate check-ins, community exchanges, and virtual sessions.
- Provide short engagement and attendance reports to the programme manager.

Required profile

- Based in a West or East African country. Preference will be given to candidates based in ECOWAS or EAC member states, particularly Senegal, Kenya, and Rwanda, although strong applications from other African countries will also be considered.
- Fluent in written and spoken French and English.

- At least three years of experience in stakeholder mobilization, field building, networking, community building, or programme coordination.
- Strong knowledge of African civil society ecosystems and networks.
- Demonstrated experience working effectively in fully remote teams and programmes.
- Experience coordinating virtual programmes across multiple countries and time zones.
- Strong facilitation and group engagement skills.
- Highly proactive, organised, responsive, and persistent.
- Able to anticipate participation risks and act without close supervision.
- Genuine interest in AI, digital governance, and their social, political, economic, and environmental implications.
- Ability to understand how organisations outside the traditional technology sector can contribute to AI governance debates.
- Comfortable holding participants accountable while maintaining positive relationships.
- Proficient with Zoom, Google Workspace, spreadsheets, calendars, and WhatsApp.

Desirable

- Experience in AI governance, digital policy, environmental justice, human rights, advocacy, or civic technology.
- Existing relationships with both technology-focused and broader civil society organisations.
- Knowledge of Portuguese or Arabic.
- Occasional availability for travel within Africa.

Application Process

To apply for this position, please submit the following documents as a single PDF file via email to recruitment@i4policy.org:

- **CV/Resume**
- **Cover Letter:** A short cover letter (max 1 page) outlining your relevant experience and why you are interested in the role

Submission Guidelines:

- **Subject Line:** Please use the exact subject line: "Application: Africa Network Mobilization Lead"
- **Format:** All documents must be in PDF format.
- **Deadline:** 13th September 2026