

## Programs Assistant

**Location:** Mazowe, Zimbabwe

**Contract Type:** Full-time

**Reports to:** Programs Manager

## About the Organisation

The Future of Hope Foundation (TFoHF) is a Private Voluntary Organization (PVO) that works to capacitate, collaborate with, support and mentor marginal and vulnerable members of society through entrepreneurial and self-development initiatives. We facilitate research and training in innovative initiatives that provide for and promote sustainable food, nutrition, and income security to improve the conditions necessary for every member of society to reach their full potential.

We seek to recruit highly motivated, committed, and results-oriented professionals to support programme delivery and strengthen organisational operations.

## Key Responsibilities

- Assist in drafting project plans, concept notes, proposals, and other programme development documents.
- Support fundraising and resource mobilisation efforts by compiling background information, beneficiary data, results evidence, case studies, and other materials required for funding applications.
- Help organise field activities, trainings, community meetings, and stakeholder engagements, and follow up on schedules and logistics.
- Collect activity data, maintain accurate programme records, and assist in preparing donor and internal reports under supervision.
- Track basic expenses, compile receipts, and support budget monitoring and proposal development inputs in coordination with the finance team.
- Maintain contact lists, organise stakeholder meetings, and support communication and follow-up with partners, donors, and other key stakeholders.
- Assist in preparing training materials, documenting lessons learned, and developing simple case studies, briefs, and success stories for reporting and fundraising purposes.
- Ensure programme files follow organisational templates and keep safeguarding, compliance, and supporting documentation up to date.
- File reports, maintain databases, and support communication and visibility efforts linked to programme delivery and donor engagement.

### Qualifications and Experience

- Master's degree in Business Studies, Public Administration, Social Sciences, Development Studies, Project Management, or a related field.
- At least 5 years' experience in programme support, preferably in the NGO sector.
- Strong organisational and multitasking skills.
- Excellent communication and interpersonal abilities.
- Proficiency in MS Office (Word, Excel, and PowerPoint).
- Ability to work independently and as part of a team.
- Clean Class 4 driver's licence and at least 5 years of driving experience are required.
- Flexibility to operate in any location as determined by organisational needs.

### ***What We Offer***

- Competitive remuneration package
- Opportunities for professional growth and training
- A dynamic and mission-driven work environment

### ***How to Apply***

Interested candidates should submit a detailed CV and cover letter to [hr@thefutureofhope.org](mailto:hr@thefutureofhope.org) clearly indicating the position applied for in the subject line.

***Applications must be received no later than 23:59 hours on 28 April 2026.***

***Only shortlisted candidates will be contacted.***