



FORTALECER LA INTERCONEXIÓN

- Reconocimiento de nuestro rol dentro de la alianza.
- ↓
- Corresponsabilidad.
- Construcción colectiva de una narrativa diversa y consolidada.
- ★ posicionar las acciones de GAGGA dentro de nuestros espacios.
- DINAMIZAR las herramientas y recursos que ya se tienen.
- Articularse a nivel local territorial

POTENCIAR EL ACCIONAR COLECTIVO

- DIFUSIÓN
- COLECTIVIZAR
- REACTIVAR
- AMPLIAR
- ✦ **JUSTICIA LINGÜÍSTICA**
 - ↳ Traducciones
 - ↳ Accesibilidad.
- **Sistemas de conocimientos tradicionales**

- MAURE SELVA / RACDEF
- ASOMTEVI
- FONCO / APYTHAP
- REDUCED
- FMS /
- FRICH / MAMA CASI

Operations and Finance Officer
July 2024



GLOBAL ALLIANCE FOR GREEN AND GENDER ACTION



About Global Alliance for Green and Gender Action (GAGGA)

GAGGA is a vibrant and diverse network, established in 2016, involving around 24 women's funds, environmental justice funds, 31 NGOs, and 440 women-led community-based (CBO) organisations, joining forces to strengthen the nexus of women's rights, gender, climate, and environmental justice at local, national, and regional levels in Africa, Asia, the Pacific, Latin America, Europe and globally. GAGGA works towards enhancing linkages and collaboration among women-led CBOs and women's rights, gender, environmental and climate justice movements at multiple levels, to pursue Lobbying and Advocacy (L&A) agendas for environmental and climate justice that amplify women's, girls, trans, non-binary and intersex peoples' leadership, resilience, agency and promote their human rights. Specifically, GAGGA aims to influence governments, investors, and donors at multiple levels to divest from fossil fuel (related) industries, defend critical ecosystems and support inclusive, sustainable and gender-just climate solutions.

GAGGA is led by the [Fondo Centroamericano de Mujeres \(FCAM\)](#), based in Central America, in collaboration with [Mama Cash](#) and [Both ENDS](#), both based in the Netherlands. It is supported by the Ministry of Foreign Affairs of the Netherlands (MFA), under their Power of Voices (PoV) programme (2021-2025), following on from their support provided by the Dialogue and Dissent (D&D) programme (2016-2020). GAGGA also received support from other bilateral as well as philanthropic donors. [Global Greengrants Fund](#), [Prospera – International Network of Women Funds](#), [Women's Environment & Development Organization \(WEDO\)](#) and [350.org](#) are strategic allies to the alliance, developing and offering insights into the importance of resourcing women's rights, environmental and climate justice; strengthening L&A on climate finance, and building connections with climate justice movements.



Vision

GAGGA envisions a world where women's rights to water, food security, and a clean, healthy and safe environment are recognized and respected.

Mission

GAGGA aims to strengthen and unify the capabilities of community-based women's rights and environmental justice groups and movements to ensure:

1. They have the support and capacities they need to achieve the political agendas they have defined as priority
2. Their work is aligned and building on each other's strengths

Approach

GAGGA believes that women-led community-based organizations (CBOs) are best equipped to develop solutions to the challenges they face, given their intimate understanding of the local context, language, culture, and challenges. However, these organizations often encounter barriers in accessing funding and advocacy platforms. GAGGA's approach provides vital support to these organizations by:

1. **Strengthening Capacity:** GAGGA provides community-based women's rights and environmental justice groups with small grants and mutual capacity strengthening

through thematic workshops, access to information, and exchanges with other organizations.

2. **Lobbying and Advocating:** GAGGA's network members support one another in leading advocacy efforts at the local, national, and regional levels, focusing on issues such as women's rights, climate change, extractives, large infrastructure projects, and access to and use of natural resources.
3. **Alliance Building:** GAGGA facilitates and participates in linking and learning opportunities between women's rights and environmental justice groups and movements, fostering knowledge sharing, strategy development, and collaborative lobby and advocacy efforts.

GAGGA's Model

In GAGGA's model, funds and NGOs provide women-led CBOs with technical and legal support, thematic expertise, and funding. All GAGGA actors collaborate across multiple levels and movements, strengthening movements, sharing knowledge, and advocating for change through participatory processes and shared leadership. GAGGA's network of actors based in the Global South includes women-led CBOs, environmental justice and women's funds, and NGOs.

| The Role

Role:	Operations and Finance Officer
Location:	Remote – Full Time (Central America working hours – UTC-6)
Salary:	\$2,500 USD per month + additional benefits

| Job Summary

The operations and finance officer will be responsible for leading operational and financial management and strategy to comply with all current and new donor requirements. She/they will be working closely with FCAM Finance Unit, GAGGA Coordination Unit, GAGGA Finance Committee and other GAGGA committees and working groups as and when needed.

The Operations & Finance Officer reports to the GAGGA Alliance Coordinator and will be an active member of GAGGA's Coordination Unit. GAGGA's Coordination Unit is led by an Alliance Coordinator, working together with a PMEL Officer, Donor Engagement Officer, a Communications Strategist and a Programme Assistant.





| Responsibilities

Financial and Contract Management, IT Security

- Serve as GAGGA's lead point person with FCAM overseeing fiscal management and compliance including grant fund allocation, contract management, and vendor management for the Coordination Unit.
- Work with FCAM, GAGGA's Steering Committee and Program Committee to develop the annual budget (per donor and overall GAGGA coordination budget) supporting the implementation of GAGGA's annual work-plan; lead budget development and monitoring.
- Serve as liaison between the FCAM and Alliance Members to ensure GAGGA maintains compliance with FCAM policy and procedures concerning new and current donors.
- Generate monthly financial reports for FCAM (reimbursements, credit card expenses, etc.) and review monthly financial reports with FCAM on Coordination Unit expenses.
- Review and distribute reports to Steering Committee and Program Committee as requested.
- Oversee grant expenditures on Coordination Unit expenses in collaboration with the GAGGA Alliance coordinator.
- Lead and coordinate the GAGGA Finance Committee (including coordinating communication, organising and facilitating meetings, preparing templates).
- Manage Coordination Unit and partner/grantee travel budgeting; approve expenses in accordance with approved budget and donors' requirements and conditions.
- Coordinate meeting logistics and travel lodging with vendors and/or Programme Assistant.
- Oversee implementation and ongoing management of centralised cloud-storage solution and digital security for the program.

**FCAM leads the alliance. All tasks are in close coordination with FCAM.*



Operations and Human Resources

- Support and supervise the GAGGA Programme Assistant.
- Keep contractor and staff onboarding and offboarding materials updated, in coordination with FCAM.
- Ensure hiring and recruiting processes are consistent and streamlined; manage hiring processes, including helping build scenarios for interviews, reviewing resumes, planning interviews, and onboarding new team members in coordination with respective supervisor/manager.
- Work closely with FCAM to ensure effective operational functions, IT and security implementation and management, payroll, credit cards, and reimbursements.
- Complete exit interviews for any Coordination Unit members that exit from GAGGA.
- As a member of the GAGGA Coordination Unit, support effective overall communication and collaboration across all working groups.
- Participate in GAGGA in-person events or meetings.

Candidate profile

Education and Qualifications

- Strong personal alignment with GAGGA's vision, mission and guiding principles.
- A bachelor's degree in business management, finance, or accounting, similar degree or comparable hands-on field experience is desired. Advanced degree in business, finance, accounting or additional accreditation is preferred.
- At least five years of experience in operations, financial management and human resource functions of civil society organisations including accounts payable and receivable, creating and tracking organisational budgets, reviewing financial statements, and undertaking financial analyses, is required.
- Proven experience (at least five years) in working with women's rights, feminist, environmental and climate justice activist grassroots movements from the Global South is an added value.

Key Attributes and Skills

- Ability to self-organize and work in a structured and independent manner.
- Experience working collaboratively on

- global teams and interacting with people from diverse cultures and backgrounds.
- Strong analytical, communication and writing skills.
- Openly and consistently receive and provide feedback.
- Collaborate on projects and initiatives in a fast-paced environment.
- Read and interpret financial documents (balance sheets, income statements and cash flows).
- Proficiency in Microsoft Office Suite and Google Workspace/G-suite required.
- Proficiency in leveraging Excel to organise and decipher large data sets is required.
- Strong commitment to environmental and climate justice, women's rights, and gender justice. Understanding of cross-movement building is an added value.

Additional Requirements

- Fluency in English and Spanish. Knowledge in French is a plus.
- It is expected that the working hours of the Operations and Finance Offer will correspond with the UTC-6 time zone.





| How to Apply

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the “Apply” button on the job advert page, complete our online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process.

The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in PDF in the following format: Your First Name–Your Last Name–Document Name–Date (mmyy)–OxfordHR
(e.g., Pat–Jones–CV–072024–OxfordHR or Pat–Jones–CoverLetter–072024–OxfordHR).

Timeline

Closing Date:	21 July 2024
First stage interviews:	TBC
Final interviews:	TBC

Selection process

All candidates will receive an update regarding their application after the closing

date. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

Equality Statement

GAGGA values the expertise and knowledge of those who have directly experienced injustice and are working towards the just world GAGGA believes in. It particularly welcomes applications from BIPOC (Black, Indigenous, People of Color) and LGBTQIA people from the Global South.

Queries

If you have any queries on any aspect of the appointment process or need additional information, please send an email with subject line: “GAGGA Operations and Finance Officer role” to the two individuals below:

- Jennifer Chumacero, Lead Consultant, jchumacero@oxfordhr.com
- Nick Spragg, Lead Researcher, nspragg@oxfordhr.com

Emails that do not clearly specify this in the subject line may not be received in a timely manner.

| About Oxford HR

Exceptional leaders can inspire change and propel purpose-led organizations towards reaching their world-changing goals. Finding such leaders can be a challenge; and yet their transition into leadership is vital to an organizations mission and success.

Oxford HR is a global leadership consultancy dedicated to searching for and supporting remarkable leaders and teams in purpose-led organizations.

We understand the nuances of purpose-led leadership because we've worked in organizations across the breadth of the sector ourselves. We've also worked with such organizations since 1995; so we appreciate just what benefits impactful people can bring.





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