



**SVRI** sexual  
violence  
research  
initiative

## Terms of Reference: Programs Assistant

### 1. Background

The Sexual Violence Research Initiative (SVRI) is the largest global network advancing research on violence against women (VAW), violence against children (VAC), and other forms of gender-based violence (GBV), especially in low- and middle-income countries (LMICs). SVRI funds cutting-edge research, strengthens capacity, and promotes the use of evidence to improve practice and policy.

SVRI is seeking a highly organised, proactive Programs Assistant to support the Director of Research, the Global Advocacy Director, and the Director of Grants Management. This position plays a key role in ensuring smooth coordination, knowledge management, and communication across SVRI's research and advocacy portfolios.

### 2. Purpose of the Role


To provide high-quality programmatic, coordination, and administrative support to the Director of Grants and Impact, Research Director, and the Global Advocacy Director in delivering SVRI's strategic priorities, with a focus on event management, knowledge management, research support, project management, and organisational communications.

### 3. Key Responsibilities


#### Event Management and Production

- Lead the planning, coordination, and delivery of online events including webinars, workshops, and learning sessions, managing all logistical aspects from scheduling to post-event follow-up.
- Manage and maintain an organisational events calendar, ensuring alignment across the research, advocacy, and grants management portfolios.
- Liaise with external facilitators, speakers, and technical partners to ensure smooth event delivery.



 [svri@svri.org](mailto:svri@svri.org)

 [www.svri.org](http://www.svri.org)

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- Prepare event materials including invitations, programmes, slide templates, registration links, and post-event resources.
- Provide on-the-day technical and coordination support for virtual events, including platform management (e.g. Zoom, MS Teams).
- Document and disseminate key outputs, learnings, and follow-up actions from events and workshops.

#### Research and Knowledge Management Support

- Assist in maintaining and updating SVRI's internal knowledge management systems, including shared drives, resource libraries, and databases.
- Support the curation and dissemination of research resources, including updating the SVRI website with relevant publications, tools, and learning materials.
- Assist in compiling and editing documents, learning materials, evaluation forms, and training resources for capacity-strengthening activities.

#### Programmatic Coordination and Communications

- Provide day-to-day administrative and coordination support to the Director of Research, Global Advocacy Director, and Director of Grants Management, including meeting scheduling, agenda preparation, and note-taking.
- Draft, format, and proofread internal and external communications, including correspondence, programme updates, and briefing notes.
- Coordinate communication with partners, consultants, and stakeholders, ensuring timely responses to queries and requests.
- Support the preparation of presentations, reports, and programme documentation as required.
- Assist with the documentation of key processes, decisions, and programme milestones to support institutional memory and reporting.





### Project Management Support

- Maintain and update project trackers, workplans, and activity logs using appropriate tools, ensuring all team members have visibility of priorities and progress.
- Coordinate across internal teams and external partners to ensure timely delivery of project milestones, managing logistics, timelines, and communication flows for assigned workstreams.
- Assist in the preparation of progress updates for internal and donor audiences, drawing on input from relevant team members.
- Identify and flag risks, bottlenecks, or coordination gaps to the relevant Director in a timely manner, supporting proactive problem resolution.

## 4. Qualifications and Experience

- A bachelor's degree in public health, social sciences, gender studies, development studies, communications, or a related field.
- At least 2–3 years of experience in a programmes, coordination, or administrative support role in an NGO, research, or advocacy organisation.
- Demonstrated experience in event coordination and/or production, including online events and webinars.
- Experience supporting project management processes, including maintaining workplans, trackers, and action logs, and coordinating across teams to meet deadlines.
- Strong organisational and time management skills with close attention to detail.
- Excellent written and verbal communication skills in English.
- Demonstrated ability to conduct structured internet-based research and synthesise findings clearly.
- Demonstrated ability to work independently and as part of a distributed team.
- Strong proficiency in MS Office (Word, Excel, PowerPoint) and familiarity with cloud-based tools
- Experience with virtual event platforms (e.g. Zoom, MS Teams etc) is an advantage.
- Knowledge of or interest in GBV, VAW/VAC, or gender equality is highly desirable.





## 5. Key Competencies

- Proactive and resourceful, with a problem-solving mindset and the ability to anticipate needs.
- High level of professionalism, discretion, and judgment in a sensitive thematic area.
- Strong interpersonal and intercultural communication skills.
- Ability to manage competing priorities, coordinate across multiple workstreams, and meet deadlines.
- Strong project coordination instincts able to track multiple moving parts, maintain oversight of workplans, and keep teams aligned without being prompted.
- Curiosity and commitment to staying informed on developments in the VAW and VAC research and advocacy landscape.
- Commitment to SVRI's values and mission, including survivor-centred practice and equity.

## 8. Application Process

To apply, please submit the following to [svri@svri.org](mailto:svri@svri.org):

- A cover letter outlining your motivation and relevant experience
- A CV (maximum 3 pages)
- Contact details of two professional references

Please use the subject line: **“Application: Programs Assistant – SVRI”**

**Please submit by or before 25 July 2026**

## Diversity Statement

SVRI is committed to fostering an inclusive, equitable, and diverse research environment. We strongly encourage applications from individuals and organisations based in LMICs and from historically underrepresented groups. We value collaborative, ethical, and contextually grounded approaches to knowledge production and prioritise psychological safety and wellbeing in our partnerships and ways of working. Successful applicants will be required to sign the SVRI Code of Conduct and any other relevant documentation as part of the onboarding process.



[svri@svri.org](mailto:svri@svri.org)



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