

FIELD REPRESENTATIVE

STATUS: Consultancy based 1 year contract

LOCATION: Home-based (ideally based on African continent) with frequent travel to African countries; occasional travel to Canada

CONSULTING RATE: CAD 455.00 per-day

START DATE: March 2026

APPLICATION DEADLINE: Open until filled.

*The Stephen Lewis Foundation is seeking dynamic, progressive **Field Representatives** to join our team of experienced consultants who serve as key liaisons with our community-led partners across Africa. Ideal candidates are seasoned professionals in fields such as community development, public health, human rights, and education, who embody SLF's feminist, anti-colonial, and social justice values. Field Representatives build respectful, trusting relationships rooted in solidarity, care, and inclusion.*

ABOUT US

For 20 years, the Stephen Lewis Foundation has challenged traditional power structures in international development and philanthropy by shifting resources into the hands of local communities impacted by the HIV epidemic in Africa.

Committed to community-led solutions, we provide funding and allyship to local organizations who are restoring hope, reclaiming human rights, fighting injustice and saving lives.

ABOUT THE ROLE

Field Representative (Field Rep) visits with SLF partners are a crucial component of our impact and learning and M&E approach. During these visits, Field Reps engage with our partner organizations through in-person visits to assess the implementation of activities, evaluate progress toward set goals, and collect qualitative and quantitative data. Field Rep visits allow us

to gather firsthand information about the challenges and successes experienced by our partner organizations. They provide an opportunity to understand the contextual factors that may influence program outcomes and make informed decisions on how to address any issues that arise. Through these visits, we strengthen our relationship with our partners, provide capacity assistance and guidance, and offer support tailored to their specific needs. Field Reps act as a bridge between the partner organizations and our SLF team in Canada, facilitating communication and information-sharing. This two-way communication between Field Reps and partners ensure that our support is both informed and meaningful.

WHAT YOU'LL DO

- Conducts regular visits to organizations as described above in line with the SLF approach to impact and learning.
- Organizes all necessary travel arrangements to the assigned country, including hotels, flights, and overall schedule.
- Undertakes visits to assigned SLF project partners.
- Submits detailed analytical and descriptive reports for each organization visited in a timely way.
- Submits invoices along with receipts for travel expenses and advances.
- Supports special evaluative initiatives and/or thematic assessments as needed.
- Engages with the SLF staff and the Programs team to share insights and updates on visits.
- Represents the SLF's values and ethos in partner countries while undertaking visits.
- Travel commitment: minimum of one 2-2.5-week trip to an African country per year

WHAT YOU BRING

- Substantial experience in and deep respect for the diverse history and cultures within Africa.
- Progressive and unconventional approach to evaluation and organizational development processes that recognizes the expertise, capacity, and skill that is powering the grassroots response to HIV in Africa.
- 10+ years of experience conducting monitoring and evaluation activities within a holistic, participatory community-based context. Experience in a leadership position within a grassroots organization in Africa is a definite asset.
- Experience in working with matters surrounding HIV, including both sensitivity to and comfort with engaging with people from diverse backgrounds (children, grandmothers, people living with HIV, and LGBTIQ communities etc.).
- Ability to easily navigate the complex and interlocking issues around stigma, discrimination, disclosure, confidentiality, sexuality, and gender inequality.
- Demonstrated ability to think critically and analytically.
- Strong listener and keenly observant.
- Ability to communicate in a clear, supportive, personable and empowering way

- Self-awareness needed to balance personal insights/instincts with their professional opinion(s).
- Excellent ability to translate her/his ideas effectively into writing (in English) and can submit thorough, detailed reports in a timely way.
- Extremely organized with strong time management skills and comfort with logistical/travel planning.
- Highly flexible and comfortable handling change/unexpected situations within a fast-paced environment.
- Ability to speak one of the local languages from our 14 programmatic countries is highly desirable (but not mandatory).
- Upholds the SLF values of solidarity, optimism, anti-oppression, courage, respect and accountability.

HOW TO APPLY

Submit your **cover letter** and **résumé** to careers@stephenlewisfoundation.org. Please include “Field Representative” in the subject line. Your cover letter should respond to the following question:

What do you feel is important for us to understand about you and your approach to assessing the impact of grassroots responses to HIV in Africa?

Applications will be reviewed on an ongoing basis. While we thank all applicants for their interest, only those selected for an interview will be contacted.

OUR COMMITMENT

The **Stephen Lewis Foundation** promotes feminist and anti-oppression principles and is deeply committed to diversity and inclusion. We welcome applications from individuals who identify as:

- Racialized persons/persons of colour
- Women
- Indigenous peoples
- Persons with disabilities
- 2SLGBTIQ+ individuals
- People with lived experience of HIV