



**Job Title:** Program Assistant (2 positions)

**Location:** Remote

**Reports To:** Program Manager and Director of Programs and Operations

**Terms:** One-year contract, with the possibility for extension

**Employment Type:** Full-time

**Salary:** \$1,000 per month, Gross

**Application Deadline:** 10th July, 2025

**About the AchSGJ:** The Africa Center for Health Systems and Gender Justice (ACHGJ) is a feminist, Pan-African organisation committed to reimagining health systems that centre the voices, needs, and leadership of women and structurally marginalised groups. Grounded in the belief that health is not just about services but about justice, power, and dignity, ACHGJ envisions an Africa where women and girls thrive in systems rooted in gender equity, systems that listen, respond, and deliver with care and inclusion. Through three strategic pathways—Amplify, Equip, and Catalyse—the organisation works to shift narratives and power in health governance, build the capacity of health actors to integrate gender equity, and support grassroots-led change through economic empowerment and accountability mechanisms. ACHGJ conducts feminist research, strengthens transformative leadership, mobilises strategic coalitions, facilitates resource mobilisation for women-led solutions, and documents best practices that link gender justice with broader challenges such as climate, health, and structural inequality. Ultimately, ACHGJ seeks to transform unjust systems into responsive, inclusive, and community-driven institutions.

### Position Summary

The Africa Center for Health Systems and Gender Justice (ACHSGJ) is seeking a highly motivated and detail-oriented Program Assistant to support the coordination and implementation of integrated programs focused on gender justice in health, economic empowerment, and women's leadership. This role offers a unique opportunity for a passionate early-career professional to gain hands-on experience in program delivery, stakeholder coordination, and data-informed practice across dynamic and socially impactful projects. The Program Assistant will work closely with the Program Manager, Director of Programs and Operations and across teams to ensure smooth day-to-day operations, provide





logistical and administrative support, assist in data collection and reporting, and contribute to learning and communications efforts.

### **Your Profile**

The ideal candidate is enthusiastic about social justice, eager to learn, and committed to supporting intersectional, community-driven work in health and gender equity.

### **Qualifications & Skills:**

- Bachelor's degree in Public Health, Gender Studies, Development Studies, Social Sciences, or a related field.
- 1–3 years of relevant work or internship experience in program support, administration, or coordination (preferably in the non-profit or development sector).
- Familiarity with feminist and participatory approaches to programming.
- Strong organisational and communication skills.
- Proficiency in Microsoft Office Suite, Google Workspace, and basic data management or reporting tools.

### **Key Responsibilities**

#### *Program Support & Coordination*

- Assist in the implementation of program activities in line with work plans and timelines.
- Support scheduling, documentation, and coordination of partner meetings, workshops, and field activities.
- Track activity progress and follow up with partners and consultants under the guidance of the program lead.
- Maintain updated program files, records, and documentation.

#### *Monitoring, Evaluation & Learning (MEL)*

- Assist in the collection and compilation of data for monitoring purposes.
- Support documentation of lessons learned, success stories, and field insights.
- Help organise internal and external learning sessions, webinars, or knowledge-sharing forums.





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*Communication & Documentation*

- Draft minutes, summary reports, presentations, and briefs from program meetings and activities.
- Support preparation of communication materials such as fact sheets, case studies, and donor reports.
- Coordinate the gathering of visual content (photos, quotes, testimonials) during program activities.

*Administrative & Logistical Support*

- Coordinate logistics for virtual and physical meetings, workshops, and partner events.
- Support procurement requests, consultant onboarding, and expense tracking as required.
- Ensure timely submissions and filing of reports and other deliverables from partners and consultants.

*Stakeholder & Partner Engagement*

- Liaise with local partners, consultants, and other collaborators to ensure consistent communication and smooth implementation.
- Represent the organization professionally in partner engagements and collaborative spaces as delegated.

**Why Join Us**

This role is ideal for someone looking to grow their skills in social impact programming, particularly at the intersection of gender justice, health equity, and systems strengthening. You will be part of a collaborative, feminist-informed team working to shift power and centre community voices.

**How to Apply**

Please submit your CV, a short cover letter describing your interest and qualifications, and any relevant work samples to [vacancies@healthsystemsgenderjustice.org](mailto:vacancies@healthsystemsgenderjustice.org)

