

AFRICA CENTER FOR HEALTH SYSTEMS AND GENDER JUSTICE



Job Title: Program Manager

Location: Remote

Reports To: Director of Programs and Operations

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

Employment Type: Full-time

Salary: \$3,000 per month Gross

Application Deadline: July 10, 2025

About the ACHSGJ: The Africa Center for Health Systems and Gender Justice 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: We are seeking a dynamic and experienced Program Manager to lead the design, coordination, and implementation of integrated programs across three key thematic areas: gender justice in health, economic empowerment, and women's leadership, with a strong emphasis on data-driven solutions. This role is pivotal in advancing systemic change through integrated program design, rigorous evaluation, and the use of insights to inform cost-effective strategies, scalability, and replication. The Program Manager will be responsible for overseeing a portfolio of interconnected projects ensuring strategic alignment with organizational goals, effective resource management, and strong stakeholder engagement.



www.healthsystemsgenderjustice.org



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Your Profile: The ideal candidate will have a passion for social impact, proven project management skills, and experience in cross-sector collaboration specifically in health, (women's) entrepreneurship & leadership and private sector partnerships.

- Experience in global development, philanthropy, or nonprofit sector.
- Familiarity with feminist and participatory approaches and community-centered program design.
- Proficiency with program management software and data visualization tools.

Key Responsibilities

Program Management

- Lead the development, implementation, and monitoring of assigned programs in alignment with approved Program proposals, budgets, and action plans.
- Develop detailed implementation plans, define outcomes, and ensure effective delivery through coordination with project teams/ consultants, the strategy and communication and finance team.
- Collaborate closely with partner organizations to ensure the delivery of high-quality, impactful interventions.
- Provide ongoing technical support to partners, including capacity strengthening, and coordinate or arrange for external expertise where needed.
- Ensure compliance with donor requirements, including timely submission of high-quality narrative and financial reports, in line with donor agreements, ACHGJC policies, and institutional funding procedures.
- Undertake or commission research and analysis to inform program design or as part of implementation and support advocacy priorities per outlined program outcomes.
- Facilitate knowledge management and learning, including documentation and sharing of best practices, lessons learned, and innovations with and among partners.
- Design and implement learning and capacity development opportunities for partners and grantees to strengthen program impact and sustainability.
- Contribute to the development of communication materials such as presentations, success stories, case studies, fact sheets, and visual assets to support internal and external engagement and dissemination of project impact.



Strategic alignment and coordination

- Align program objectives with the organization's broader mission and strategic priorities.
- Support leadership in refining the organization's strategic approach through data and insights from program implementation.
- Manage and coordinate multiple interrelated projects within the organization, ensuring consistency, integration, and synergy.
- Establish frameworks and tools for efficient project tracking and communication across teams and projects/ programs.

Resource and Stakeholder Management

- Oversee program budgets, timelines, and human resources to optimize impact and ensure accountability.
- Manage consultants, grantees, or implementing partners as needed to deliver program components.
- Build and maintain productive relationships with internal teams, donors, civil society organizations, government partners, and communities.
- Represent the organization and respective program/s at external events, conferences, and stakeholder meetings.
- Conduct regular follow-ups with partners on the progress of project activities and convene routine coordination meetings to assess and guide implementation.

Monitoring, Evaluation, and Learning (MEL)

- Develop and oversee MEL frameworks to track performance indicators, measure impact, and inform adaptive program management – focus on feminist DMEL strategies.
- Promote a culture of continuous learning and improvement across all program activities.

Risk Management

- Identify potential risks to the success of the program and implement mitigation strategies.
- Ensure compliance with relevant donor requirements and organizational policies.





Qualifications

- Bachelor's degree in international development, Gender Studies, Public Health Economics, Public Policy, or related field (master's degree preferred).
- Minimum of 5 years of experience in program management, ideally in gender justice, economic empowerment, or related areas.
- Proven ability to design, implement, and manage complex programs in cross-functional environments.
- Strong knowledge of monitoring and evaluation methods and tools.
- Experience working with data-driven approaches to social impact and advocacy.
- Excellent communication, interpersonal, and stakeholder management skills.
- Strong budget management and resource planning abilities.
- Commitment to equity, inclusion, and social justice.

How to Apply: Please submit your resume, a cover letter detailing your interest and qualifications, and any relevant work samples to vacancies@healthsystemsgenderjustice.org. Subject Line: Program Manager.

We strongly encourage applications from women, persons with disabilities (PWDs), and individuals who have experienced various forms of marginalisation. The Africa Center for Health Systems and Gender Justice is committed to building a diverse and inclusive team. Only shortlisted candidates will be contacted.

