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## Position: Grants Writing Intern

### ***Organization Overview***

The Africa Center for Health Systems and Gender Justice is an organization committed to enhancing health systems and advancing gender justice throughout Africa. The center focuses on the social, economic, and cultural factors that contribute to unequal health outcomes for different genders and works to promote gender-responsive healthcare and gender-inclusive policies. We are currently looking for passionate and dedicated interns to join our team in various specialized roles. We are deeply committed to feminism and its core principles. We challenge norms, address systemic injustices, and recognize the intersectionality of gender-based discrimination with other forms of oppression. Inclusivity is a priority for us, ensuring marginalized voices are heard, and our commitment to feminist principles includes advocating for gender equality, acknowledging intersectional experiences, empowering individuals, fostering solidarity, and holding ourselves and others accountable. Our dedication to feminism is dynamic, evolving as we learn from the communities we serve. We are proud to be working towards a world where gender equality is a lived reality for everyone.

***Location: Remote***

***Duration: 6 Months***

### ***Key Responsibilities:***

- **Grant Research:** Conduct comprehensive research to identify potential grant opportunities that align with the organization's goals and projects.
- **Proposal Writing:** Assist in writing and editing grant proposals, including drafting narratives, preparing budgets, and compiling necessary documentation.
- **Application Submission:** Support the submission process of grant applications, ensuring adherence to guidelines and deadlines.
- **Database Management:** Help maintain a database of grant opportunities, submissions, and outcomes.





- **Communication Support:** Assist in communicating with funding bodies, including follow-ups and acknowledgments.
- **Reporting:** Help in preparing reports for granted projects, ensuring compliance with the funders' requirements.

***Educational Requirements:***

- Currently enrolled in or recently graduated from a degree in public health, Communications, Nonprofit Management, or a related field.

***Skills and Qualifications:***

- Excellent written communication skills, with the ability to convey complex ideas clearly and persuasively.
- Strong research skills and attention to detail.
- Basic understanding of the grant writing process and funding landscape.
- Proficiency in Microsoft Office Suite, especially Word and Excel.
- Ability to work both independently and as part of a team.
- Organizational skills with the ability to manage multiple tasks and meet deadlines.

***Personal Attributes:***

- Passionate about environmental conservation, public health, and education.
- Proactive and eager to learn in a fast-paced environment.
- Critical thinker with a problem-solving mindset.
- Ethical and discreet in handling confidential information.

***Learning Opportunities:***

- Gain hands-on experience in grant writing and fundraising in the nonprofit sector.
- Develop skills in persuasive writing, project management, and fundraising strategy.
- Work with experienced grant writers and professionals in the field.
- Contribute to securing funding that supports important organizational projects and initiatives.

***Application Process:***



AFRICA CENTER FOR HEALTH SYSTEMS  
AND GENDER JUSTICE



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Interested candidates should submit a CV and a cover letter explaining their interest in the internship and how their skills and background make them suitable candidates to [vacancies@healthsystemsgenderjustice.org](mailto:vacancies@healthsystemsgenderjustice.org)

**Application Deadline: 9th February 2024**

*This internship is unpaid, but the organization will cover necessary work-related expenses.*



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



[info@healthsystemsgenderjustice.org](mailto:info@healthsystemsgenderjustice.org)