



Position: Operations 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:

- **Operational Support:** Assist in the day-to-day operations of the organization, including administrative tasks, scheduling, and office management.
- **Project Coordination:** Support various internal projects, helping to ensure they are completed on time and within budget.
- **Process Improvement:** Contribute to the analysis and improvement of organizational processes and workflows.
- **Data Management and Analysis:** Help in collecting, organizing, and analyzing operational data to inform decision-making.
- **Internal Communication:** Facilitate effective communication within the organization, including preparing internal reports and presentations.





- **Event and Meeting Coordination:** Assist in organizing and coordinating organizational events and meetings, including logistics and materials preparation.

Educational Requirements:

- Currently enrolled in or recently graduated with a degree in Business Administration, Management, or a related field.

Skills and Qualifications:

- Basic understanding of organizational operations and project management.
- Strong organizational and administrative skills.
- Proficiency in Microsoft Office Suite and familiarity with project management tools.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.
- Attention to detail and problem-solving skills.

Personal Attributes:

- Highly motivated and committed to organizational excellence.
- Proactive and eager to take on new challenges.
- Adaptable and able to work in a dynamic environment.
- Professional and ethical in approach.

Learning Opportunities:

- Gain practical experience in various aspects of organizational operations.
- Develop skills in project coordination, process improvement, and data analysis.
- Work in a dynamic environment and contribute to meaningful organizational projects.
- Collaborate with experienced professionals and learn about the inner workings of a successful organization.

Application Process:

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



AFRICA CENTER FOR HEALTH SYSTEMS
AND GENDER JUSTICE



Application Deadline: 9th February 2024

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



www.healthsystemsgenderjustice.org



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