



Position: Personal Assistant Intern to the Executive Director

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:

- **Administrative Support:** Assist in managing the Executive Director's calendar, including scheduling meetings, appointments, and travel arrangements.
- **Communication Management:** Handle correspondence on behalf of the Executive Director, including emails, phone calls, and postal mail.
- **Meeting Preparation:** Prepare meeting agendas, take minutes during meetings, and ensure follow-up on action items.
- **Document Management:** Assist in drafting, formatting, and proofreading various documents and presentations.
- **Research and Reporting:** Conduct research on various topics as directed and prepare reports and briefs for the Executive Director.





- **Event Coordination:** Assist in organizing and coordinating events, including logistics, guest lists, and material preparation.
- **Confidentiality Maintenance:** Handle sensitive information with discretion and maintain confidentiality at all times.

Educational Requirements:

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

Skills and Qualifications:

- Strong organizational and administrative skills.
- Excellent verbal and written communication abilities.
- Proficiency in Microsoft Office Suite and digital calendaring systems.
- Ability to prioritize tasks and manage time effectively.
- Keen attention to detail.
- Professional demeanor and excellent interpersonal skills.
- Discretion in handling confidential information.

Personal Attributes:

- Proactive and able to work independently.
- Eager to learn and adapt in a fast-paced environment.
- Committed to supporting the Executive Director and the broader goals of the organization.
- Flexible and willing to take on a variety of tasks as needed.

Learning Opportunities:

- Gain firsthand experience in high-level administrative support and office management.
- Develop skills in professional communication, time management, and organizational efficiency.
- Work closely with the Executive Director and gain insights into executive decision-making and leadership.
- Opportunity to network and collaborate with professionals across various departments.

Application Process:



AFRICA CENTER FOR HEALTH SYSTEMS
AND GENDER JUSTICE



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

Application Deadline: 9th February 2024

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



www.healthsystemsgenderjustice.org



info@healthsystemsgenderjustice.org