



304 Marshalls House
Pearce Road
Claremont 7800

INTERIM PROJECT MANAGER

The Sexual and Reproductive Justice Coalition (SRJC) is a South African NPO working in the areas of safe abortion, queer health, sex work decriminalisation, adolescent sexual and reproductive health and quality contraception options

The SRJC seeks appoint a **Interim Project Manager** to oversee networking, research and advocacy activities. This position will be based in Cape Town, South Africa.

This is a fixed term 6-month contract position with a three months' probation period. This term of the contract contract will be reviewed after 6 months.

Reporting to: Interim Director

Requirements:

- Degree-level education, be enterprising, be a creative thinker and possess strong problem-solving skills
- Knowledge and experience of working in a non-profit environment and in relation to SRJC focal areas
- Demonstrate skills in project management, strategic thinking and campaign design
- Strong project management skills along with competent communications and media strategy skills
- Strategist, a team player as well as a hands-on communicator
- Competence in three South African languages
- Conceptual understanding of media and communications both in terms of mainstream and social media
- Experience in creating quality content for print and social media
- Political commitment to the SRJC feminist code – “the way we work”. Contribute to relational aspects of SRJC ensuring that care and attention is given to work processes that enable intersectional feminist practice, are self-reflective and accountable.

SEXUAL & REPRODUCTIVE JUSTICE COALITION

Board

Carrie Shelver (Board member), Dango Mwambene (Vice Chairperson), Dudu Dlamini (Board Member), Kira Leigh Kuhnert (Treasurer), Lance Louskieter (Board member), Lebo Ramofoko (Chairperson) & Sanja Bornman (Board member)

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Responsibilities:

- Stakeholder mapping, networking and relationship building;
- Supporting and engaging with Department of Health, Department of Social Development;
- Playing a technical advisory role as and when needed;
- Active participation in SRJC networks, development of a workplan and budget for 2021;
- Coordination of mhealth work including relationship with MAMA network and hotline work;
- Contribute towards security practices and integrity of SRJC regarding safety of sensitive political work;
- Collaborate closely with SRJC working groups and members and support to solidify their work where possible;
- Supervision of Communications and media officer to ensure relevant content is updated to website, social media and other media partners;
- Relevant technical writing, donor liaison and fundraising, as well as report writing including development of content reviews, research analysis and policy briefs;
- Management of projects and ongoing work; monitor progress; provide oversight, direction and guidance to different stakeholders. Identify gaps or process challenges and report to Interim Director.

Application process:

Please send a cover letter and a curriculum vitae with 3 contactable references by no later than 6 November 2020 to fatima@srjc.org.za

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