



Sexual & Reproductive Justice Coalition
Working together for reproductive justice

Advert Managing Coordinator

Position Title	Managing Coordinator
Reporting to:	SRJC Board Chair
Contract Type:	Part-time (24 hours per week)
Location:	Cape Town (On-site preferred; Remote work may be considered)
Travel:	National and international travel expected, at minimum quarterly
Remuneration:	R420,000 Annual (negotiable)

About SRJC

The Sexual Reproductive Justice Coalition (SRJC) is a feminist, black woman-led cross movement-building coalition established in 2015. The coalition is comprised of over 180 individual, and organisational members. We work in South Africa and support organisations across Southern African Development Community (SADC). Our regional work coalesces through hosting (SAASA), the Safe Abortion Alliance of Southern Africa secretariat. Our vision is to achieve a future of sexual and reproductive justice informed by an intersectional perspective in which all people, irrespective of class, race, gender, sexual orientation, gender expression, disability, age, religion, or any other factor may enjoy their sexuality, make reproductive decisions and access high quality services in ways that enhance their dignity, bodily integrity and well-being.

Our mission is to provide a platform through which individuals and organizations produce and use evidence to foster informed public debate and consensus building, working towards holding policy makers and implementers accountable for progress toward realizing SRJ for all.

We work in South Africa and support organisations across Southern African Development Community (SADC). Our regional work coalesces through hosting (SAASA), the Safe Abortion Alliance of Southern Africa secretariat. Our work centres on four main activities: facilitating linkages across movements, building collective power, capacity strengthening and advancing resources. We approach our work by using an intersectional reproductive justice framework that affirms health and socio-economic realities are not mutually exclusive. SRJC members lead strategic advocacy through four organisational clusters: Reproductive Autonomy (Abortion and Obstetric Violence); Adolescents and Youth SRHR & HIV; LGBTQIA+ Health; and Sex Worker Decriminalisation.

Role Summary

The SRJC is looking for a dynamic, passionate, and visionary Managing Coordinator to lead the coalition's strategic and programmatic work. Reporting directly to the SRJC Board Chair and is responsible for programme implementation, staff management, fundraising, stakeholder relations, internal and external communications. The successful candidate will bring knowledge and commitment to sexual and reproductive justice and the demonstrated capacity to manage a small, values-driven team through a period of organisational renewal and growth.

Key Responsibilities

Bertha House, 67-69 Main Road, Mowbray, Cape Town, 7700

1. Management and oversight of daily operations

- Work with the Board to provide leadership, guidance to fulfil the vision and mission.
- Promote & maintain an African-feminist balanced environment for teamwork across membership, teams and with external stakeholders.
- Implement organizational development frameworks, policy, and support its design.
- Provide oversight of org and SAASA Secretariat workplans in accordance with internal systems, budget, strategic plan and donor commitments.
- Ensure that all minutes, program, advocacy and fundraising materials, are appropriately filed and archived.
- Develop and coordinate a Monitoring Evaluation & Learning (MEL) system to ensure effective performance management and sustainable impact evaluations and learning (including quantitative and qualitative evaluation tools, impact reports, resource assessments and presentations).

2. Programs Design and implementation

- Keep abreast of national, regional, and global related issues, concerns, & trends including by attending seminars, trainings and reading to assess their impact on discourse and strategy.
- Identify situations or developments relating to the coalition's 4 focuses that require a response.
- Oversee the design and implementation of SRJC's programs, and the SAASA Secretariat including project management, alignment with org functions, and facilitation of membership-driven goals.
- Lead and support strengthening membership participation incl. through Quarterly cluster meetings, Annual General Meetings, member-led program activities and outreach initiatives etc.

3. Stakeholder relations and partnerships

- Build and maintain strong global, regional, national partnerships with mission-relevant orgs and key individuals.
- Serve as the face of the organisation, and SAASA Secretariat as required.
- Negotiate and manage membership conflicts with sensitivity in alignment with SRJC's values.

4. Human Resources Management

- Co-lead human resources management in line with applicable South African labour legislation and organisational HR policies, including identifying human resource needs, drafting job descriptions and advertisements, conducting interviews, and supporting HR administration including the contracting process.
- Co-supervise the SRJC staff team, and SAASA Secretariat and provide necessary induction, training, mentorship, and ongoing learning and evaluation support.
- Promote and sustain an African-feminist intersectional, positive, inclusive, and collaborative working environment across the staff complement.

5. Monitor fiscal integrity of SRJC

- Compile annual budgets and financial statements.
- Support oversight and monitoring of budget vs. expenditure and cash flow.
- Monitor risk management, communication with stakeholders, and budget oversight with the support of Operations and Finance Manager and Board Treasurer.

6. Resource Mobilisation & Fundraising

- Implement fundraising strategy with the support & vision of Board Profile & Fundraising Committee.

- Identify and assess value alignment etc. of opportunities, build and maintain donor relationships, including regular meetings, writing proposals, negotiating contracts donor reporting.
- Lead author of annual reports, and donor reports (narrative, co-lead financial reporting).
- Track and manage reporting requirements and timelines.
- Maintain a database and monthly mapping of existing relationships, interactions.
- Cultivate potential donors.

7. Communication and profile

- Co-lead and maintain effective communication with the Board, sharing all information necessary for the board to function properly and make informed decisions.
- Facilitate regular internal communication with staff and Board on activities (incl staff meetings, monthly updates, quarterly meetings and reports to the Board).
- Work with the Board Fundraising & Profile Committee to develop, implement a communications strategy to grow the strength & scope of coalition's profile; monitor its' implementation.
- Serve as an effective spokesperson, respond to media and advocacy requests (e.g. interviews, presentations, comments or reactions, endorsements).

Qualifications

- Sexual and Reproductive Justice activist
- Commitment to the vision, values, and principles of the SRJC
- Relevant knowledge of key issues in sexual and reproductive justice and health rights
- Experience with leading coalitions, organizing and/or movement-building
- Demonstrated ability in leading a team (ideally 2 yrs experience)
- Experienced fundraiser writing proposals, building relationships, etc (At least 3 yrs)
- Bachelor's degree in a relevant field
- Excellent English written and verbal communication skills (other South African and continental languages a plus)
- Highly proficient with Microsoft Office and general computer skills
- Willingness to travel quarterly, and at times more often

How to Apply

This is an open advertisement. Applications will be reviewed on a rolling basis and the advertisement may be closed before the final date. Suitably qualified candidates are encouraged to apply as soon as possible. SRJC reserves the right to close this advertisement at any time without prior notice. Please indicate the position you are applying for in the subject line of your email.

Please submit the following to recruitment@srjc.org.za by **24 July 2026 (12 midnight)**: A current CV of no more than 3 pages. A one-page motivational letter indicating your interest in and suitability for the position. A fundraising proposal writing sample demonstrating your experience in this area. Contact details of 3 professional references, ideally most recent supervisors and a brief description of your working relationship with each.

Shortlisted candidates will be notified within two weeks from the closing date and invited to a structured interviews process.

To enquire more about this application please e-mail: sampras@srjc.org.za

SRJC is committed to racial and gender justice and encourages marginalised individuals to apply.

To find out more about SRJC, visit: <https://srjc.org.za/about/>

SRJC is an equal opportunity organisation committed to diversity and inclusion. Candidates from all backgrounds are encouraged to apply. SRJC reserves the right to negotiate scope and budget with finalists