

Africa Health Business Ltd. – Coalition for Women’s Health in Africa – Secretariat

Job title: COWHA Secretariat Project Associate
Location: Kenya, Nairobi, Westlands
Reporting to: COWHA Program Manager

Africa Health Business (AHB) is a young and fast-growing pan-African healthcare consulting firm, based in Nairobi. Our clients in the private sector, development space and public sector rely on our research and advisory services to inform and transform interactions with, and use of African healthcare systems.

AHB has initiated and is implementing the Coalition for Women’s Health in Africa (COWHA). COWHA is a membership-based platform consisting of non-state actors collaborating **towards an Africa where women and girls have access to equitable healthcare and optimal well-being**. It is COWHA’s aim to collaborate and share **Knowledge, Awareness, and Action** with African governments and key decision-makers with the objective of strengthening the enabling environment that can advance women’s health on the continent. Please see www.cowha.net for more information about the Coalition.

Scope of work:

The COWHA Secretariat - Project Associate is responsible for serving as a key team member in the COWHA secretariat, supporting activities including secretarial management, research, report writing, communication and marketing, resource mobilization (new memberships) and other activities as required to make COWHA a success.

The Project Associate works under guidance of the COWHA Program Manager

Responsibilities and Duties

1. **Ensuring Good Governance**
 - a. Documentation
 - i. Draft documentation of organizational processes and achievements.
 - ii. Ensure detailed documentation of program impact, outcomes, and achievements is being documented.
 - iii. Document and draft reports on the Coalition's achievements and impact internally and externally, enhancing transparency and recognition.
 - b. Operational support
 - i. Assist with day-to-day operations of Coalition initiatives, ensuring efficient execution in alignment with program goals.
2. **Partnership Development:**
 - a. Assist in following up on potential collaborations to expand the Coalition's reach and impact.
 - b. Draft partnership and membership documentation enabling monitoring of the reach and impact these partnerships entail.
 - c. Maintain and continuously update the membership recruitment mapping.
3. **Strategic Program Development:**
 - a. Documentation
 - i. Draft documentation on program strategies aligned with coalition objectives for a cohesive approach.
 - ii. Draft implementation plans for program strategies.
 - b. Partnerships
 - i. Facilitate and follow up on collaboration with key stakeholders to incorporate diverse perspectives into program development.
 - c. Technical working groups
 - i. Management and communication
 1. Support meeting preparations for the Technical Working Group (TWG) to run smoothly, including PPT, meeting notes, and calendar management.

2. Assist in the update and maintenance of platforms for TWG members to ensure a continuous flow of communication.
 - ii. Supportive research
4. **Advocacy and awareness creation**
 - a. Marketing and communication
 - i. Draft, the content for social media platforms, newsletter and website content, ensuring alignment with the coalition's messaging and goals.
 - ii. Manage and curate content on social media platforms, maintaining a consistent and compelling representation of the coalition.
 - b. Event participation
 - i. Assist in identifying opportunities for event participation, coordination for the coalition's involvement in relevant events, overseeing logistical details, and ensuring seamless participation.
 - ii. Meeting and event convening and event partnership management on behalf of the Coalition.

Knowledge and skills:

- Interest and passion to improve issues related to women's health in Africa
- Advanced skills in the Microsoft Office suite, especially MS Word, and proven ability to lay out and format complex documents and writing correctly and concisely,
- Skills in content curation including developing and designing presentations in PowerPoint
- Ability to conduct research efficiently to identify or check information.
- English required, French preferred

Competencies:

- Ability to handle multiple activities simultaneously.
- Demonstrated strong interpersonal skills with the ability to engage effectively with various levels of clients, management, and staff with diplomacy
- Demonstrated good judgment and ability to prioritize multiple tasks simultaneously and work proactively
- Ability to organize work and meet strict deadlines with attention to detail and quality
- Mature and openminded attitude towards colleagues and partners, able to work with team members with different cultural and religious backgrounds.
- Willingness to work on different projects and open to learning.

Qualifications

- Minimum university bachelor's degree,. Preferred areas: Social Sciences, Economics, Business Administration and Public Health.
- At least 3 years' relevant work experience in project management in relation to women's health in Africa,

If you meet the above criteria and are interested in working as a Project Associate of COWHA

- Please submit your motivation letter (1 page max) and CV (2 pages max) to secretariat@cowha.net before Friday 19th January 2024.
- The anticipated start date will be Monday 5th February 2024

NB. We can only consider candidates that meet the above mentioned minimum requirements and will only be able to contact shortlisted candidates.