

CALL FOR APPLICATIONS

Coalition Campaign Coordinator

Fixed-Term Contract

The South African Coalition is a cross-movement initiative bringing together organisations, activists and partners working across human rights, gender justice, sexual and reproductive health and rights, LGBTQI+ rights, democracy, constitutionalism, faith, education, law, research, communications and community organising.

The Coalition seeks to build coordinated movement power, protect democratic and constitutional gains, defend targeted communities and service providers, strengthen public narratives grounded in dignity and belonging, deepen community mobilisation, and support African-centred regional solidarity.

The Coalition invites applications for the position of:

Full-Time Coalition Campaign Coordinator

Contract: Fixed-term contract

Duration: August -2026 June 2027 (11 Months)

Location: South Africa, with remote and in-person work as required

Reporting line: The Coordinator will be line-managed by the Secretariat/Fiscal Host and will work under the strategic direction and oversight of the Coalition Steering Committee.

Remuneration: TBD

Closing date: 2 August 2026 (17:00)

Preferred commencement date: 17 August 2026 or as soon as possible after that

For additional information, write to: info@iam.org.za

1. Purpose of the Position

The Coalition Campaign Coordinator will support the overall coordination, implementation and accountability of the South African Coalition. The Coordinator will work closely with the Steering Committee and working group leads, Coalition members and external partners, ensuring that the Coalition Strategy is translated into coordinated, timely and accountable action.

This is a senior coordination role requiring political judgement, initiative, diplomacy, strong organisational ability and the capacity to work independently across a complex and diverse coalition.

2. Key Responsibilities

A. Coalition Strategy and Implementation

- Support the implementation and periodic review of the Coalition Strategy, operational plan, communications framework and resource mobilisation strategy.

- Translate strategic priorities into coordinated workplans, timelines, milestones and implementation trackers.
- Monitor progress against agreed Coalition outcomes, indicators and deadlines.
- Identify delays, gaps, overlaps, risks and emerging opportunities, and bring these to the attention of the Secretariat and Steering Committee.
- Support adaptive planning as the political context, risks, opportunities and anti-rights strategies evolve.
- Ensure that immediate campaign priorities remain connected to the Coalition's broader goals of democratic resilience, movement strengthening and long-term social justice.

A. Provide Support to Steering Committee

- Coordinate Steering Committee meetings in consultation with the Chair or designated Steering Committee representative.
- Prepare draft agendas, meeting papers and decision documents.
- Record decisions, responsibilities, deadlines and follow-up actions.
- Maintain an up-to-date decision log and implementation tracker.
- Follow up on agreed actions and provide regular progress updates.
- Support transparent governance, accountability and conflict-of-interest processes.
- Escalate matters requiring political, financial, legal, security or governance decisions.

B. Working Group Coordination and Support

- Support the Coalition's five thematic working groups
- Support working groups to develop and maintain costed workplans, activity schedules, indicators, risk registers and reporting systems.
- Facilitate collaboration between working groups and identify areas requiring joint planning.
- Ensure that working group activities remain aligned with the Coalition Strategy and approved mandates.
- Track working group outputs, resource needs, risks and decisions requiring Steering Committee attention.

C. Internal Communication and Coalition Engagement

- Coordinate clear, timely and accessible internal communication across Coalition structures.
- Prepare and circulate Coalition updates, meeting notices, action trackers and implementation summaries.
- Maintain a central calendar of meetings, advocacy moments, campaigns, policy processes and key deadlines.
- Maintain an accurate membership and stakeholder database.

D. Monitoring, Learning and Reporting

- Consolidate monthly workstream updates on activities, outputs, outcomes, risks and resource needs.
- Prepare regular progress reports for the Steering Committee and Coalition membership.

- Support the preparation of donor narrative reports in collaboration with the Fiscal Host and relevant workstreams.
- Document lessons, strategic shifts, emerging risks and areas requiring adaptation.

E. Knowledge Management and Documentation

- Maintain organised, accurate and secure Steering Committee records.
- Compile and manage the Coalition's central document repository and ensure appropriate access controls.
- Maintain key governance and programme documents, including:
 - Strategy and operational plans;
 - Terms of Reference;
 - Workstream plans;
 - Meeting records;
 - Decision logs;
 - Stakeholder maps;
 - Risk registers;
 - Donor records;
 - Monitoring tools; and
 - Learning documentation.
- Ensure that documents are version-controlled, securely stored and accessible to authorised users.
- Support the development of an institutional memory that remains available to the Coalition beyond individual personnel changes.

F. Security, Safeguarding and Risk Management

- Support implementation of the Coalition's security, safeguarding, confidentiality and information-sharing protocols.
- Escalate security incidents or suspected breaches through agreed channels.

3. Education and Experience

Applicants should have:

- A relevant Bachelor's degree or equivalent qualification in social sciences, human rights, development studies, political studies, law, gender studies, communications, public policy, organisational development or another relevant field.
- At least five years' relevant experience in coalition coordination, campaign management, movement organising, advocacy, programme coordination or multi-stakeholder partnership management.
- Demonstrated experience coordinating projects or campaigns involving multiple organisations, constituencies and areas of work.
- Experience translating strategy into practical workplans, timelines, responsibilities and measurable outcomes.
- Experience supporting governance structures, committees or multi-organisational decision-making processes.
- Demonstrated experience working with civil society, social movements, community organisations or human rights initiatives.

- Experience in monitoring, learning, reporting and adaptive programme management.
- Experience managing relationships with diverse stakeholders.
- Experience coordinating consultants, service providers or project personnel.
- Experience supporting proposal development, donor engagement or resource mobilisation would be advantageous.
- Experience working in a politically sensitive, confidential or high-risk environment would be advantageous.
- Regional or Pan-African experience would be an advantage.

Formal qualifications may be considered alongside substantial relevant experience.

4. Skills and Knowledge

The successful candidate should demonstrate:

- A sophisticated understanding of coalition-building, movement organising and collective leadership.
- Knowledge of South African constitutional democracy, human rights and civic space.
- Understanding of feminism, gender justice, LGBTQI+ rights, SRHR, bodily autonomy and intersectionality.
- Strong project and campaign coordination skills.
- Excellent planning, prioritisation and implementation-tracking ability.
- Strong facilitation, negotiation, diplomacy and consensus-building skills.
- Ability to navigate political and organisational differences constructively.
- Strong stakeholder-management and relationship-building skills.
- Excellent written and verbal communication in English (Proficiency in one or more South African languages in addition to English would be an advantage)
- Strong writing, editing, documentation and reporting ability.
- Ability to communicate complex political ideas in accessible language.
- Sound understanding of monitoring, evaluation, learning and adaptation.
- Working knowledge of donor compliance, budgeting and grant-funded programme management.
- Strong digital literacy and ability to use online collaboration, project-management and communication platforms.
- Awareness of digital security, confidentiality, safeguarding and information-management practices.
- Ability to manage competing priorities and work under pressure without losing attention to detail.

5. Personal Attributes

The successful candidate will be:

- Politically grounded and committed to human rights, feminism, equality, dignity, inclusion and democratic participation.
- Self-directed, reliable and able to work independently without close supervision.
- Highly organised and able to manage multiple workstreams and deadlines.
- Diplomatic, relational and able to build trust across diverse organisations and constituencies.
- Comfortable working with complexity, disagreement and changing circumstances.

- Committed to collective ownership rather than organisational or personal visibility.
- Accountable, transparent and able to exercise sound judgement.
- Respectful of confidentiality and capable of handling sensitive information.
- Attentive to power dynamics, inclusion, accessibility and unequal organisational capacity.
- Solutions-oriented, adaptable and calm under pressure.
- Committed to care, sustainability and responsible movement practice.
- Able to distinguish between matters requiring initiative and matters requiring formal approval.

6. Other Requirements

The successful candidate must:

- Be legally entitled to work in South Africa
- Be available for occasional travel within South Africa and, where required, elsewhere in Africa.
- Be willing to work occasional evenings or weekends during campaign peaks, convenings or urgent response periods.
- Have reliable access to internet connectivity.
- Be able to work remotely and attend in-person meetings as required.
- Comply with the policies and procedures of the Fiscal Host, including safeguarding, confidentiality, data protection, finance, procurement and code-of-conduct requirements.
- Commit to the Coalition's African-centred, feminist, rights-based and anti-authoritarian principles.

7. Employment Equity and Inclusion

The Coalition is committed to diversity, inclusion and meaningful representation.

Applications are particularly encouraged from women, LGBTQI+ persons, trans and gender-diverse persons, persons with disabilities, young leaders, people from historically marginalised communities and candidates with experience working outside major urban centres.

Reasonable accommodation will be provided during the recruitment process and, where applicable, in the performance of the role.

8. Application Process

Applicants should submit:

- A curriculum vitae of no more than [insert number] pages;
- A cover letter explaining their interest in and suitability for the role;
- Contact details for two professional referees; and
- Proof of eligibility to work in South Africa (applicants to provide supporting documents e.g. SA ID, work visa, etc.)

Applications should be submitted to:

Email: info@iam.org.za

Subject line: Application – Coalition Coordinator

Closing date: 2 August 2026 17:00

Shortlisted candidates may be required to complete a written or practical assessment and participate in a panel interview.

The recruitment and interview process will be managed by the Coalition Steering Committee, with administrative support from the Secretariat/Fiscal Host.

Only shortlisted applicants will be contacted. Late or incomplete applications may not be considered.

The Coalition and Fiscal Host reserve the right not to make an appointment.