AIDC
Alternative Information & Development Centre

Vacancy: Cape Town

PROGRAMMES COORDINATOR

About AIDC

The Alternative Information and Development Centre (AIDC) is a progressive research, information and campaigning organisation based in Cape Town. AIDC works with trade unions, social movements, community organisations and other civil-society formations to advance alternatives to the economic, social and ecological crises confronting South Africa and the wider region.

AIDC combines research and political-economy analysis with popular education, advocacy, campaigning and movement building. Its work focuses on strengthening progressive alternatives capable of addressing inequality, unemployment, austerity, climate change, energy injustice and the erosion of public services.

The position

AIDC is seeking an experienced and politically engaged Programmes Coordinator to provide strategic leadership and coordination across AIDC's programmes.

The Programmes Coordinator will be responsible for ensuring that AIDC's programme work is implemented in line with the organisation's Strategic Plan, political priorities and commitments to funders. The successful candidate will work closely with programme staff, AIDC management and partner organisations to strengthen the coherence, impact and political relevance of AIDC's interventions.

The role requires someone capable of combining strategic planning and organisational coordination with political-economy analysis, fundraising, research, popular education and public advocacy.

Key responsibilities

Programme leadership and implementation

- Oversee the implementation of AIDC programmes in line with the organisation's Strategic Plan, annual priorities and donor commitments.
- Ensure coherence and coordination across AIDC's different programme areas.
- Work with programme staff to translate strategic priorities into clear programmes, campaigns, research outputs and educational interventions.
- Monitor programme implementation and identify challenges, opportunities and areas requiring strategic adjustment.
- Support programme staff in developing and implementing effective workplans.
- Ensure that programme activities are responsive to changing political, economic and social conditions.
- Work closely with AIDC management to ensure that programme priorities are aligned with available organisational and financial resources.

Programme planning, monitoring and evaluation

- Convene regular programme meetings to evaluate AIDC's programme interventions, assess progress and identify lessons arising from implementation.
- Facilitate the development of quarterly programme plans based on AIDC's strategic objectives and the unfolding political, economic and social context.
- Strengthen systems for monitoring programme outputs, outcomes and impact.
- Ensure that programme teams regularly assess whether interventions remain politically relevant and strategically effective.
- Support the preparation of programme reports, reviews and evaluations.

- Promote reflection, learning and adaptation across AIDC programmes.

Fundraising and funder relations

- Liaise with funders on the implementation, progress and development of AIDC programmes.
- Contribute to maintaining constructive and accountable relationships with existing funders.
- Ensure that programme implementation remains consistent with agreed donor commitments while protecting AIDC's political and organisational independence.
- Contribute to AIDC's fundraising strategy and efforts to diversify and strengthen the organisation's funding base.
- Identify potential funding opportunities aligned with AIDC's strategic priorities.
- Contribute to the development of funding proposals, concept notes and programme budgets.
- Support the preparation of narrative donor reports and ensure that reporting accurately reflects programme activities, achievements and challenges.

Research and popular education

- Contribute to the development and production of AIDC research, policy analysis and political-economy interventions.
- Help identify priority research questions arising from AIDC's programme work and the broader political and economic context.
- Contribute to briefing papers, reports, policy submissions, articles and other research outputs.
- Support the development of popular education materials that translate complex political and economic questions into accessible formats.
- Contribute to the design and facilitation of workshops, seminars, political education initiatives and public events.
- Help strengthen the relationship between AIDC's research, popular education, campaigning and movement-building work.

Strategic and political analysis

- Monitor and analyse important political, economic and social developments relevant to AIDC's work.
- Help ensure that AIDC's programmes respond strategically to emerging developments and opportunities.
- Contribute to organisational discussions on political strategy, programme priorities and AIDC's broader role within progressive civil society.
- Support the development of positions and interventions on key public-policy and political-economy debates.
- Promote collaboration between AIDC's programme areas around cross-cutting strategic priorities.

Representation, advocacy and communications

- Represent AIDC in relevant civil-society, trade-union, academic, government and policy forums.
- Represent AIDC at conferences, workshops, public meetings and other national and international platforms.
- Represent AIDC in the media, including radio, television, print and online platforms.
- Contribute to public debate through articles, interviews, presentations and public commentary.
- Build and maintain relationships with trade unions, social movements, civil-society organisations, researchers and other strategic partners.
- Support AIDC's advocacy and campaigning interventions.

Organisational leadership

- Work closely with the Executive Director and other members of the management team in the strategic management of AIDC.
- Contribute to organisational planning, budgeting and resource allocation.
- Support a collaborative and accountable organisational culture.
- Provide strategic guidance and support to programme staff.
- Promote cooperation and information sharing between programmes.
- Contribute to staff development and help strengthen the organisation's programme capacity.

Required qualifications and experience

- A relevant postgraduate qualification in economics, political economy, development studies, public policy, social sciences or a related field, or equivalent professional and movement experience.
- Significant experience managing or coordinating programmes within a civil-society, research, trade-union, development or advocacy organisation.
- Demonstrated experience in strategic planning, programme implementation and monitoring and evaluation.
- Experience managing relationships with institutional funders.

- Experience developing funding proposals and contributing to fundraising processes.
- Strong research, analytical and writing skills.
- A strong understanding of South African political economy and the major social, economic and ecological challenges confronting the country.
- Experience working with trade unions, social movements and/or civil-society organisations.
- Strong facilitation, communication and organisational skills.
- Demonstrated ability to manage multiple programmes and priorities simultaneously.
- Experience representing an organisation publicly and engaging with diverse stakeholders.
- A demonstrated commitment to social, economic and ecological justice.

Desirable knowledge and experience

- Macroeconomic and fiscal policy.
- Labour, unemployment and inequality.
- Climate justice and a just transition.
- Energy democracy and public ownership.
- Public services and alternatives to austerity.
- Industrial policy and economic transformation.
- Development finance and international financial institutions.
- Popular education and political education.
- Campaign development and movement building.
- Media engagement and public advocacy.
- Monitoring, evaluation and learning within progressive civil-society organisations.

The person we are looking for

AIDC is looking for a Programmes Coordinator who can combine political analysis, strategic leadership and organisational coordination.

The successful candidate should be able to move between the strategic and the practical: interpreting shifts in the political and economic context, helping determine AIDC's programme priorities, supporting programme staff to implement them, and evaluating whether interventions are achieving their intended objectives.

They should have the political judgement required to work in a progressive organisation, while also possessing the organisational discipline needed to manage donor commitments, programme plans, reporting requirements and institutional relationships.

The position requires someone who understands that AIDC's programmes are not isolated projects, but different components of a broader strategy aimed at strengthening movements, advancing progressive alternatives and contributing to struggles for social, economic and ecological justice.

Remuneration

AIDC offers a competitive NGO-sector salary commensurate with qualifications and experience.

Application process

To apply, submit the following to rudayba@maraisbutton.co.za

- CV and motivation letter outlining their suitability for the position and relevant experience
- Contact details of three work-related referees
- A short example of relevant research, policy or strategic writing.

Closing date for Applications: Wednesday 18th November 2026

Contact will only be made with shortlisted candidates.

AIDC is committed to employment equity and to building an organisation that reflects the diversity of the movements and communities with whom we work. Candidates from historically disadvantaged groups are particularly encouraged to apply.