



Africa Urban Health Community of Practice

Call for interested Urban Health Researchers and Practitioners to join Steering Committee and support team Nov 2024-Nov 2025

Overview:

We are seeking passionate urban health researchers and practitioners to serve the Community as Steering Committee members or Administrative or Communications support for a 12-month term to assist in the implementation of our strategic vision to grow and equip an African urban health community to accelerate transformative action for healthy sustainable cities in Africa.

About

The Africa Urban Health Community of Practice (CoP), a partnership between [UrbanBetter Academy](#) and the [International Society for Urban Health \(ISUH\)](#), brings together scholarly, government, non-governmental, private sector and community-based actors in/of the African continent to promote action-oriented knowledge generation anchored in policy and practice to advance urban health and promote health equity in the region.

Our overall goal is to contribute to building a critical mass of urban health researchers and practitioners in Africa, with the aim to promote an “Africa-first” approach to urban health issues.

We recognise the need to nurture a pipeline of urban health thinkers and doers and place a strong emphasis on involvement of people at the early-mid career stage from all sectors including academia, government and the private sector.

In recognition of the critical importance of cross-sectoral collaboration, we bring together academics, government officials, community actors, civil society organisations, private sector and non-governmental organisations relevant to urban health in the African region.

Activities

- **Knowledge exchange and shared learnings:** Webinars provide an opportunity for community members to share case studies and promising practice. Since 2021, the Africa Urban Health CoP has hosted several virtual exchanges where participants were invited to share their experiences of intersectoral action for urban health. Each session, pre-identified lead discussants set the scene for interactive discussions by sharing a case study/project (such as research, advocacy, policy or promising practice) that illustrated intersectoral collaboration approaches on a thematic topic

area. In breakout groups, participants had an opportunity to share experiences, canvas ideas and hear experiences of others.

- **Skills development:** through training and sharing of training opportunities, we strive to equip urban health actors with the cross-cutting skills needed for transformative action in cities
- **Connection:** Leveraging key events relevant to urban health to convene and connect urban health expertise and demand across the continent to encourage transdisciplinary research partnerships within and between cities and countries; to build community and foster collaboration opportunities for healthy sustainable urban environments.

Plans for the next year Nov 2024-Nov 2025:

- **Knowledge exchange and shared learnings:** 3 webinars with an open call for members to share their work with the community. Given the CitSci Africa partnership, these webinars will focus on showcasing promising practice on citizen science for urban health in Africa
- **Skills development:** In recognition of the cross cutting skills needed to advance urban health, we aim to run 3 virtual training sessions on Transdisciplinary research methods; Futures and foresight methods; Science diplomacy
 - We will be exploring funding options during this term to fund remuneration for trainers to implement these trainings
- **Convening:**
 - The International Conference for Urban Health is our anchor event and we aim to convene a session for this community at the 2024 and 2025 conferences
 - We will also leverage the Africa Urban Forests Forum co-hosted by the City of Johannesburg (Centre for African Public Space) and the Food and Agriculture Organisation in March 2025 (Johannesburg) to organise a session that raises the profile of health in this forum
 - We will be exploring funding opportunities during this term to support travel scholarships for early career researchers and practitioners to attend these key convenings
- **Strategic Partnership:**
 - In preparation for the biennial Citizen Science Africa conference to be held in March 2026 in Lagos, we will partner with CitSciAfrica and contribute to shaping the conference programme ensuring a strong focus on health.

To support these planned activities, we are seeking:

- **Steering Committee members** to help shape these planned activities. Terms of reference for the Committee are attached.
- **Administrative and Communications Volunteers:** to support the steering committee with administration and communications functions. Terms of reference for the volunteers are attached.

Terms of Reference for Steering Committee Members

Africa Urban Health Community of Practice (CoP)

Term: November 2024 - November 2025

1. Background

The Africa Urban Health Community of Practice (CoP) is a collaboration between UrbanBetter Academy and the International Society for Urban Health (ISUH), aimed at building a community of urban health researchers and practitioners across Africa. The CoP promotes cross-sectoral collaboration to generate action-oriented knowledge that advances urban health and health equity.

Steering Committee members will play a key role in supporting the CoP's activities, promoting its mission, and ensuring that its strategic goals for 2024-2025 are achieved. This document outlines the responsibilities, expectations, and time commitment required from Steering Committee members.

2. Role and Purpose of the Steering Committee

The Steering Committee will guide the implementation of the CoP's strategic vision to accelerate transformative action for healthy, sustainable cities in Africa. Steering Committee members will provide leadership in shaping, planning, and executing CoP activities for the November 2024 to November 2025 term.

Key areas of focus:

- **Knowledge exchange:** Lead the design and facilitation of webinars to showcase promising practices in urban health, particularly focusing on citizen science in Africa.
- **Skills development:** Oversee the planning and delivery of training sessions on transdisciplinary research, Futures and foresight methods, and science diplomacy.
- **Convening and partnerships:** Help plan and coordinate sessions at key urban health conferences and forums, including the International Conference on Urban Health.
- **Strategic partnerships:** Work on forming partnerships with relevant stakeholders such as CitSciAfrica to ensure health features prominently at their 2026 conference.
- **Funding and resource mobilisation:** Assist with efforts to explore and secure funding for community activities, including travel scholarships and remuneration for trainers.

3. Key Responsibilities

Steering Committee members will be expected to:

- Attend and actively participate in quarterly Steering Committee meetings.
- Collaborate with other members to shape the content and format of webinars and training sessions where needed.
- Provide guidance on potential speakers, trainers, and topics for CoP activities.
- Assist with mobilising resources and identifying potential funding opportunities for CoP activities and events.
- Contribute to planning and executing convening activities at regional and international urban health forums.
- Support strategic partnerships by representing the CoP in external networks and promoting collaboration opportunities.
- Actively engage with CoP members, encouraging participation in activities and initiatives.

4. Selection Criteria

The Steering Committee is seeking individuals who are:

- Experienced professionals (minimum 3-5 years experience) or researchers (post-PhD) in the field of urban health, ideally with a strong focus on the African context. Early to mid-career professionals are particularly encouraged to apply.
- Passionate about advancing health equity and sustainable urban development in Africa.
- Familiar with intersectoral collaboration, particularly involving government, academia, NGOs, and/or private sector stakeholders.
- Able to commit to a 12-month term, from November 2024 to November 2025.

5. Compensation

This is a voluntary position, and there is no financial remuneration for Steering Committee members. However, members will have opportunities to network, contribute to urban health advancements in Africa, and gain leadership experience.

6. Time Commitment

Steering Committee members will be expected to commit approximately 4 hours per month, including attendance at quarterly meetings, preparation for CoP activities, and participation in events.

7. Term of Appointment

The term of appointment will be for one year, from November 2024 to November 2025. Members may be eligible for reappointment at the end of their term.

8. Benefits to Steering Committee Members

Steering Committee members will:

- Have the opportunity to influence and contribute to urban health research and practice in Africa.
- Build relationships with a network of leading professionals and organisations in the urban health space.
- Gain visibility and recognition for their contributions to the field of urban health.
- Enhance their leadership and collaboration skills.

9. Application Process

Interested candidates should submit a brief statement of interest (max 300 words) and a resume highlighting relevant experience.

Deadline for applications: October 31, 2024.

10. Contact Information

For further inquiries or to submit your application, please contact:

Email: amy.weimann@uct.ac.za

Subject line: *Steering Committee_Africa Urban Health Community of Practice*

Terms of Reference for Administrative and Communications Volunteers

Africa Urban Health Community of Practice (CoP)

Term: November 2024 - November 2025

1. Background

The Africa Urban Health Community of Practice (CoP) is a collaboration between UrbanBetter Academy and the International Society for Urban Health (ISUH), aimed at building a community of urban health researchers and practitioners across Africa. The CoP promotes cross-sectoral collaboration to generate action-oriented knowledge that advances urban health and health equity.

Administrative and Communications Volunteers will support the Steering Committee in executing the CoP's activities and communications strategies for the 2024-2025 term. This document outlines the responsibilities, expectations, and time commitment required from volunteers.

2. Role and Purpose of the Administrative and Communications Volunteers

Volunteers will play a key role in supporting the functioning of the CoP by handling administrative tasks and facilitating communication with members and external stakeholders. This work is essential to the successful implementation of the CoP's strategic initiatives, including webinars, training sessions, and networking events.

Key areas of focus:

- Administrative support to the Steering Committee, including scheduling, note-taking, document organisation, and attendance tracking of events.
- Light communications support, including managing social media platforms and the occasional dissemination of newsletters and event information.
- Coordination of logistics for webinars, online training sessions, and convening event sessions.
- Membership engagement, including responding to inquiries and supporting member participation in CoP activities.

3. Key Responsibilities

Administrative and Communications Volunteers will be expected to:

- **Administrative Support:**
 - Assist with the scheduling of meetings, preparation of agendas, and distribution of meeting materials.
 - Take and distribute meeting minutes, ensuring that action items are tracked and followed up.
 - Maintain and organise documentation related to CoP activities, including reports, presentations, and contact lists.
- **Communications Support:**
 - Assist with the development and distribution of communications, including newsletters, email campaigns, and social media posts.
 - Manage social media accounts, posting regular updates on CoP activities and urban health topics.
 - Assist with creating and disseminating promotional materials for events (e.g., webinars, conferences).
 - Ensure consistent and timely communication with CoP members about upcoming events and opportunities for engagement.
- **Event Coordination:**
 - Support the logistical planning and coordination of CoP events, such as webinars and training sessions.
 - Assist with registration, tech support, and communications with participants before and after events.
- **Membership Engagement:**
 - Respond to member inquiries and ensure that all communications with members are timely and professional.
 - Support efforts to engage members in CoP activities, such as encouraging participation in webinars and other initiatives.

4. Selection Criteria

We are seeking volunteers who:

- Are professionals, researchers or graduate students in the field of urban health, ideally with a strong focus on the African context. Early career professionals are particularly encouraged to apply.
- Are passionate about urban health and eager to contribute to its advancement in Africa.

- Have strong organisational skills, with experience in administrative or communications roles.
- Are proficient in using communication tools such as email marketing platforms (e.g., Mailchimp), social media (e.g., Twitter, LinkedIn), and webinar software (e.g., Zoom).
- Can take initiative and work independently without needing follow-up.
- Are excellent written and verbal communicators, with attention to detail.
- Are comfortable working remotely and collaborating with a diverse team.
- Can commit to volunteering for a 12-month term (November 2024 - November 2025).

5. Time Commitment

Volunteers will be expected to commit approximately 2-3 hours per week to their responsibilities, including attending occasional Steering Committee meetings. The workload may fluctuate based on event schedules and other activities.

6. Benefits to Volunteers

Volunteers will:

- Gain experience in event coordination, communications, and project management in the context of urban health.
- Develop professional connections with leading experts and organizations in the urban health field.
- Contribute meaningfully to the advancement of urban health and health equity in Africa.
- Enhance their skills in communication, digital tools, and stakeholder engagement.
- **Please note: this is a voluntary position without financial remuneration.**

7. Application Process

Interested candidates should submit a brief statement of interest (max 300 words) and a resume highlighting relevant experience.

Deadline for applications: October 31, 2024.

8. Contact Information

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