

## **AMF – Operations Manager**

### **Job Description**

Against Malaria Foundation (AMF) is a charity that fights malaria in a highly effective, transparent way, leading to successive top rankings from charity evaluators such as GiveWell, Giving What We Can and The Life You Can Save. AMF receives annual donations of approximately US\$40 million and uses these funds to purchase and distribute long-lasting insecticide-treated nets. AMF also engages in and supports innovation to improve the effectiveness of malaria programmes.

We are a team of seven highly motivated individuals with different skills and experience. Each person has an important role to play. All team members work remotely with constant communication between them. While the team is small, the impact is big - our net distributions protect millions of people. We have just funded 11.8 million nets for distribution in the DRC, which will protect approximately 20 million people, and have ongoing multi-million net programmes in Uganda, Malawi, Ghana, Guinea and other countries.

Our activities and commitments are steadily increasing, and looking forward, 2020 will be a particularly busy year of distributions. As a result, AMF is adding to the operations team and recruiting an Operations Manager who will work closely with all the AMF team as well as our partners in-country, to ensure the success of the net distributions. We are looking for someone who has strong interpersonal and intellectual skills who can work collaboratively. The ideal candidate will have commitment to those communities at risk of the health and wider impacts of malaria, an interest in improving their lives and a willingness to understand and develop effective process to ensure nets are distributed to those who need them.

The role will include involvement in all stages of a distribution campaign (planning, registration, distribution and post distribution monitoring) and this can be split into two main areas.

1. Working with National Malaria Control Programmes to ensure that distributions are carried out according to the agreements signed between the Ministry of Health and AMF.

- Meetings in country to review programmes

- Building good working relationships with the key distribution campaign team

- Clear and simple communication regarding AMF processes

- Regular contact, calls and meetings to monitor the distribution campaign progress

2. Working with AMF's in-country partners to monitor each phase of the distribution campaign.

- Identifying potential partners

- Inviting them to tender and preparing tender documentation

- Evaluating bids including detailed review of budgets

- Following the implementation of partners' monitoring activities

Aside from the areas above, there will be other significant work related to AMF group operations, dependent on the candidate's skill set, such as assisting with documentation, preparing and reviewing reports for key donors and wider fundraising initiatives, establishing new AMF entities in new countries and ensuring AMF maintains full tax deductibility status.

#### Relevant skills and experience

Must speak fluent French and English

Must have excellent interpersonal skills and be able to construct and maintain strong working relationships

Must have strong analytical skills and be able to use Excel confidently

Must be a self-starter with excellent organisational skills and the ability to work independently and manage her/his time effectively

Must be familiar with project management and comfortable handling meetings with senior staff

Must be comfortable dealing with and learning about financial matters, and be willing to examine budgets in detail

Experience working on Africa related projects or in international development is not necessary

#### Job details

Salary: £45k plus pension

Management reporting: to the AMF Operations Director (previously the Operations Manager, now promoted)

Location: remote working (all the AMF team work remotely) within UK/Europe/Africa time zone. The cost of any required office space e.g. in shared working offices near to the candidates residence) will be provided by AMF. The first three months will ideally be spent in London working with the Operations and Programme teams.

Travel: travel to Africa will be expected for between 6 and 10 weeks per year

Applicants should write to [operationsmanager1019@againstmalaria.com](mailto:operationsmanager1019@againstmalaria.com) with their CV and a one-page cover letter explaining why they are interested in and suitable for the position.

The deadline for applications is 6<sup>th</sup> January 2020.