



## Job specification for AMF Operations Manager

AMF fights malaria in a highly effective, transparent way, leading to a rapid increase in donations and successive top rankings at leading ratings organisations. We have had a record year and have built a strong pipeline of large distributions of long-lasting insecticide-treated bed nets.

We have recently recruited an experienced Programme Director who is focused on building and delivering distribution programmes, working with distribution partners in Africa together with relevant government and health officers.

At this key point in AMF's growth we are now seeking exceptional candidates for the role of Operations Manager.

Reporting to AMF's Chief Executive, and working closely with the Executive Chairman, Head of Technology and Programme Director, the successful candidate will be open, confident and collegiate, enjoying work in a small, highly impactful team.

The Operations Manager will have exceptional organisational and analytical skills, together with a bias for identifying and solving issues. They will be highly professional with a commitment to high quality services and standards. They will have strong attention to detail, excellent excel capability, excellent time management, appreciate the importance of visual presentation of material for clarity and a flexible attitude towards work. They will be comfortable dealing with and learning about financial matters, and be willing to examine budgets in detail.

We anticipate that the level of responsibility for carrying out independent tasks will increase significantly as the person grows to understand the AMF organisation and its priorities and values. Prior experience in international development is not necessary. For the right candidate AMF would be willing for them to have flexible working arrangements.

The current five members of the AMF team are based in their home offices, and it would be ideal if the new Operations Manager is able to do the same.

The successful candidate is likely to be UK-based.

Typical responsibilities include:

### Net Distributions and Effectiveness (80% of the role)

Liaising with distribution partners on all aspects of data and reporting project deliverables

Analysing data from distributions and preparing publicly available reports

Detailed examination of budgets submitted to AMF by our distribution and other partners

### AMF Group Operations (20%)

Assisting with documentation, financial and other internal processes

Establishing new subsidiaries, and applying for licences and tax deductibility status

Preparing and reviewing reports on fundraising, distribution and other activities

Becoming over time part of the team discussing the strategy and direction of AMF

The anticipated salary range is £35-£50,000 p.a. depending upon experience.

To apply, please send your CV and a concise covering letter to [operationsmanager@againstmalaria.com](mailto:operationsmanager@againstmalaria.com). We request no contact from agencies.