

Against Malaria Foundation (AMF)

Junior Operations Manager

Full time

Job Description



AMF profile

Against Malaria Foundation (AMF) was founded in 2004 and is a charity that fights malaria in a highly effective, accountable and transparent way.

We do this by purchasing and distributing multiple millions of long-lasting insecticide-treated nets (LLINs) at a time in nationwide universal coverage campaigns. This is the most cost effective way of preventing malaria. AMF receives donations from the public and in the last financial year received US\$120m. AMF is particularly data-focused and monitors and reports on net use and drives and supports innovation to improve the effectiveness of malaria programmes.

AMF is the world's third largest funder of nets.

AMF has been rated a top charity for all of the last 14 years by independent charity evaluators GiveWell and The Life You Can Save who focus on cost-effectiveness and impact.

We are a team of eleven 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. Our largest programme is in the Democratic Republic of Congo (DRC), where we are funding 52 million nets to protect 95 million people for distribution during 2021 to 2023. We have ongoing multi-million net programmes in other countries including Uganda, Nigeria, Guinea and Togo.

Role Description

Our activities and commitments are steadily increasing, with 2023 a particularly busy year with over 80 million nets planned for distribution to protect more than 140 million people, and the next few years will be similarly busy. In light of this, AMF is recruiting a Junior Operations Manager to join the operations team and to play an important role in ensuring the success of the net distributions. We are looking for someone who has strong analytic and interpersonal skills and who is able to work collaboratively. The ideal candidate will be a fast learner and able to support the operations team in a range of areas across AMF's programmes.

The role will include involvement in all stages of a distribution campaign (pre-agreement, net procurement, post-agreement, during distribution, and post distribution) with a focus on three areas:

1. Net accounting
2. Campaign monitoring
3. Post distribution monitoring

Further information

The Junior Operations Manager will play an important role as a key member of the Operations team across all of AMF's programmes, including in countries where AMF is distributing nets for the first time. For each distribution, AMF tracks net movements and engages with an independent monitor for three activities:

1. Net accounting

For all distributions AMF tracks the movement of nets in country to ensure nets go to where needed. The Junior Operations Manager will

Pre-distribution

- Collect information from in country partners that provides evidence of net deliveries and arrivals
- Analyse the information to check that nets are being sent to locations in the quantities agreed
- Raise with partners and discuss any discrepancies, working with the operations team to take appropriate action if needed

Post distribution

- Review the numbers of nets distributed and perform data quality checks
- Liaise with partners and receive the numbers of leftover nets after distribution, as well as any nets lost or damaged, to finalise the accounting of all nets funded by AMF

Throughout this process the Junior Operations Manager will liaise closely with the operations team and will be responsible for keeping AMF's systems regularly updated as new information arrives.

2. Campaign monitoring

This is monitoring pre and during distribution, across four areas

- a) Planning
- b) Logistics
- c) Registration
- d) Distribution

3. Post distribution monitoring

This is monitoring post distribution at 9, 18, 27 months to check on net presence, coverage, use and condition.

The Junior Operations Manager will play an important role in the above three activities, and will work closely with the operations team lead for each country with a view to taking on significant country-level responsibilities over time. The information collected during the independent monitoring activities will be important in informing subsequent actions to a) ensure that nets are given out to where needed and b) coverage is maintained as high as possible after distribution.

More specifically, they will play an important role through the following stages.

1. Tendering

- Identifying potential partners
- Sending out documentation to bidding partners and receiving proposals within deadlines
- Review of proposals and budget comparisons
- Partner selection

2. Contracting

- Finalising documentation
- Drafting and negotiating agreement document
- Sending payments according to payment schedule after bank verifications

3. Project Management (after signature of agreement)
 - Introducing partner to NMCP and distribution partners
 - Developing electronic data collection forms
 - Ensuring that key methodology points are understood
 - Reviewing training documentation
 - Generating and sharing randomised household lists for field work
 - Managing issues that arise during the field work
 - Raising urgent issues with NMCPs
4. Post field work
 - Analysing the data collected and creating succinct summaries for different audiences
 - Sharing data with stakeholders and using data to suggest specific actions to be taken
5. Closeout
 - Ensuring all reporting has been delivered: narrative and financial
 - Analyse project spend against budget
 - Make closeout payments

The Junior Operations Manager will also support in keeping AMF's internal systems up to date, which feed through to donor liaising. This will include inputting and processing payments, ensuring distribution and project dates are up to date, and updating the latest status for the nets for each distribution (in production, en route to country, etc).

There will be other significant work related to AMF Group Operations, dependent on the candidate's skill set, such as assisting with documentation for tax deductibility, new AMF entities, and updating our website with blogposts.

Characteristics of the successful candidate

We are looking for someone who has strong intellectual and analytical skills, is a fast learner and who relishes the opportunity to develop their abilities. They will work collaboratively, building strong relationships with the AMF team and in-country partners. The ideal candidate will be motivated to help improve the lives of those affected by the wider impacts of malaria.

Required

- Strong analytical skills, highly confident in Excel, ability to analyse data and present findings succinctly
- Excellent interpersonal skills to build and maintain strong working relationships
- A self-starter who is highly organised with the ability to work independently and manage working time effectively
- Ability and willingness to learn new skills
- Comfort in dealing with and learning about financial matters, willing to examine and compare budgets in detail
- An interest in driving down malaria rates through procedure changes and the use of technology
- Fluent English

Of interest (but not required)

- Fluent French

This would be an excellent first job for someone just out of university or someone moving after their first employment. All candidates will be evaluated in the same way, based on the characteristics outlines above.

Other role details

Reporting to: Senior Operations Manager / Operations Director

Location: Remote working (all the AMF team work remotely) within UK/Europe time zones.
The cost of any co-working office space will be covered by AMF. If not a UK resident, part of the first three months may be spent in the UK working with the Operations team.

Initial salary: £28,000 to £35,000
Company contributed pension scheme
25 holiday days per year + bank holidays

Travel: travel to Africa is a possibility but is not expected.

This is a full time role.

Candidates are expected to have a fully functioning computer or laptop of at least moderate specifications and reliable internet connectivity. However, we also have access to a technology grant as we do not wish anyone to be disadvantaged.

Applying

Applicants should send a) a one-page cover letter explaining why they are interested in and suitable for the position, and b) their CV to operationsmanagerJOM0623@againstmalaria.com.

AMF is an equal opportunity employer.

Early applications are encouraged as we will be reviewing applications on an ongoing basis.