

Seed Global Health (Seed) envisions a world in which every country is strengthened by a robust health workforce to best meet the health needs of its population. Seed's mission is to educate a rising generation of health professionals to strengthen access to quality care with a goal of saving lives and improving health. Seed is unique in its approach by focusing on the education and training of doctors, nurses and midwives. By training health care professionals and health educators, Seed seeks to empower current and future generations of health providers so that good health is not the privilege of a few, but the right of all.

Seed focuses on strengthening the education, practice, and policy of the local professional health workforce in Africa. Seed's core strategy and primary entry point centers on placing skilled and qualified educators at partner institutions for a minimum of one academic year. Seed also supports educators and partner institutions through a diverse and complementary package of services aimed at advancing health professional education in the classroom and clinical setting. By investing in long-term partnerships for improved health professional education, we help to create a stronger, more sustainable health workforce that is both locally led and better able to meet local health needs. For more information, please visit [www.seedglobalhealth.org](http://www.seedglobalhealth.org)

Seed is seeking to hire a full-time staff member to provide operations support to the Malawi office.

**Position Summary:**

The Operations Officer contributes his/her energy, passion, and skills primarily to supporting Seed's Malawi country program, in a fast-paced office during a time of rapid growth. The position is a full-time position based in **Lilongwe, Malawi**. The Operations Officer supports various operations and program functions (including human resources, corporate administration, facilities management, country office operations, and general admin) and manages special projects related to organizational needs and priorities as requested by the Country Director. This full-time position reports to Country Director and works closely with all Malawi and international team members.

**Duties and Responsibilities:**

Responsibilities include the following:

**Administrative support**

- Provide general administrative support to the Country Director, including coordinating travel, scheduling meetings, and creating and distributing written materials.
- Coordinate with external partners and Seed Boston office to set up meetings and draft itineraries for upcoming visits and travels.
- Collaborate with Boston office to establish country office operational systems, including administrative, financial, and educator support systems.
- Manage Malawi corporate registration deliverables, including annual corporate renewals and

regular filings with tax authorities, in collaboration with Boston office and third-party administrators.

- Manage country office inventory, including annual inventory of all equipment and supplies.
- Manage country office procurement, including generating a database of providers for goods and services commonly required by the country office, regular procurement of office supplies, assisting Seed partners with program related purchases, and coordinating deliveries and pickups of office or other supplies.
- Provide updates to Seed partners as instructed or delegated by Country Director.

#### Finance support

- Assist Country Director in the administration of the country office bank account, including correspondence with bank, preparation of monthly cash flow requests, and monthly reconciliations.
- Administer country office petty cash account disbursements and reconciliation.
- Track country office operations budget in close collaboration with Country Director and Boston staff.

#### Educator Support

- Assist in the onboarding of Educators, including working with Malawi legal counsel and Boston office to obtain necessary licensure and work permits.
- Liaise with Educators regarding Educator's submission of deliverables, housing needs, and other administrative needs.
- Assist Country Director and Boston Operations team with administering Educator safety and security protocols and responding to needs as they arise.

#### Program and representational support

- Attend internal country team meetings and follow up with respective Seed departments on agreed upon follow up items and represent the organization at selected meetings.
- Research and synthesize information to inform planning, strategic decision-making activities, and grant proposals.
- Respond promptly to queries and internal requests for information.
- Assist the Country Director in tracking the Malawi country work plan and ensuring deadlines are met, including by maintaining an ongoing master record of pending activities for the country office.

#### Qualifications:

- Bachelors' degree in any field from a recognized University. Qualifications in Project Management/Business Administration/Finance or related field an added advantage.
- At least 2-3 years' work experience working within an NGO preferably related to health systems strengthening
- Passion and commitment to Seed's mission
- Strong sense of accountability, personal initiative, and responsibility

- Excellent interpersonal skills, including flexibility, adaptability & initiative
- Demonstrated cross-cultural sensitivity and ability to build respectful relationships with colleagues from different cultural, linguistic, and educational backgrounds
- Ability to work collaboratively in a fast-paced and young organization work environment
- Excellent analytical, writing and synthesis skills
- English proficiency – both verbal and written.
- Ability to work independently with minimal guidance and proactively solicit required guidance to attain agreed deliverables
- Familiarity with Microsoft Office, including strong proficiency in Excel
- Comfortable with high profile liaison
- Experience in financial and business record keeping, including liaising with tax authorities or preparing corporate returns, preferred but not required
- Applicants should be nationals of Malawi
- Immediate availability

**Working Conditions:**

- Will be based Lilongwe, Malawi
- Will be based in an office environment
- Will be expected to travel domestically several times per year

**Compensation:**

Competitive base salary commensurate with experience, as well as health insurance and related benefits.

**Mode of Application:**

Interested applicants should apply online at: [www.seedglobalhealth.org/about/jobs](http://www.seedglobalhealth.org/about/jobs)

Closing date for applications is 30 June 2018

Only shortlisted candidates will be contacted for interviews.

*Seed does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.*