

**BAYLOR COLLEGE OF MEDICINE CHILDREN'S FOUNDATION MALAWI (BAYLOR-MALAWI)  
TINGATHE COMMUNITY OUTREACH PROGRAM  
VACANCY ANNOUNCEMENT**

**POSITION:** Senior Operations Officer, Tingathe Community Outreach Program

**CONTRACT DURATION:** 1 year (renewable)

**POSITION TYPE:** Full-time

**LOCATION:** Lilongwe

**START DATE:** January 1, 2019

**APPLICATION DUE DATE:** (applications reviewed on a rolling basis)



### **BACKGROUND**

Baylor College of Medicine Children's Foundation Malawi (Baylor-Malawi) is a not-for-profit organization partnering with the Government of Malawi in the health sector. The mission is to improve the health and lives of HIV-infected children and families through high quality, high impact, ethical, state-of-the-art, comprehensive care and treatment, training of health professionals, and clinical research. Baylor-Malawi has an international reputation for innovative, evidence-based HIV service delivery programming.

The Baylor-Tingathe program was designed in 2008 to respond to suboptimal uptake of PMTCT and pediatric HIV services in Malawi. The program seeks to support Malawi in reaching the ambitious UNAIDS 90-90-90 goals, by improving the identification of HIV-positive persons, timely treatment initiation, and long term engagement in care. The program is funded by USAID and is operating in 7 districts in Malawi.

### **POSITION DESCRIPTION & RESPONSIBILITIES**

The Senior Operations Officer will oversee all financial, operational, and human resource activities of the Tingathe program. The SOO will oversee the management of program operations, working closely with internal departments to set priorities, supervise the program finances, develop budgets, ensure implementation of activities is on schedule and within budget, and achieve program outcomes while building management team capacity.

Responsibilities include.

- Direct Finance department in timely completion of all advance requests, reconciliations, liquidations, and submission of appropriate documentation to donors;
- Direct Finance department in timely completion of internal monthly financial reports (bank reconciliations, management reports, vat receivables, and monthly closing reports).
- Review and approval financial transactions;
- Oversee Operations department in procurement and management of stores, fleet, and other project assets;
- Work with Operations, Human Resource, and Finance departments to regularly review SOPs to ensure they have sufficient internal controls and are consistent and compliant with local laws and USAID regulations;
- Provide oversight for HR functions (eg, recruitment, staff evaluation, disciplinary hearings);
- Serve on senior management team, participating in strategic planning and other management discussions;
- Serve as in-country donor liaison, being first point of contact on all requests and communication;
- Liaise with clinic executive leadership on matters of joint interest while otherwise contributing expertise to various management and operational matters as directed.

This is summary of the primary responsibilities of the position, not an employment contract; it does not restrict the responsibilities that may be assigned. Baylor-Malawi may revise this document at any time.

### **CANDIDATE PROFILE**

Applications were sought from experienced, mission-driven candidates who meet the following profile:

- 4-year university degree is required with a Masters (MBA or MPH) preferred. Health background experience is a plus;
- Minimum of 5 years of non-profit management experience with substantial knowledge and experience in finance, human resources, procurement, M&E, and administrative systems;
- Experience managing USAID grants and knowledge of USAID reporting regulations.
- Extensive knowledge of organizational, financial, and operational best practices;
- Excellent listening, writing, and speaking skills;
- Strong presentation skills, interpersonal skills, ability to motivate others;
- Skilled at setting priorities and directing others' work;
- Ability to assess talent and conduct interviews, and experience building effective teams;
- Strong integrity and trustworthiness.

#### **APPLICATION INSTRUCTIONS**

Applications must include the following:

1. A motivation letter providing explanation and detail on how the applicant satisfies the required candidate profile;
2. A current Curriculum Vitae;
3. Names and contact information of two (2) traceable supervisory referees

Interested candidates should submit their CV and supporting documents addressed to the Senior HR Officer to the following email address.

Email: [recruitment@tingathe.org](mailto:recruitment@tingathe.org)

Only candidates qualifying for the initial short list will be contacted