



AFRICAN MALARIA NETWORK TRUST

Tanzania Commission for Science and Technology Building
P.O. Box 33207, Dar es Salaam, Tanzania
Tel: 255 (022) 2700018, Fax: 255 (022) 2700380
Email: info@amanet-trust.org Website: www.amanet-trust.org

VACANCIES

Deadline for applications: 09 May 2007

The African Malaria Network Trust (AMANET) is a pan-African non-profit institution whose mission is to promote capacity strengthening and networking of malaria R&D in Africa. AMANET undertakes short- and long-term training of African malaria researchers, infrastructure improvement, equipping research institutions, and sponsorship of clinical and field trials of candidate malaria intervention tools. The Trust is incorporated in the United Republic of Tanzania.

AMANET is pleased to invite applications from suitable candidates for two vacant positions based at the Secretariat in Dar es Salaam, Tanzania.

1. MIM Secretariat Coordinator

From January 2006 to December 2010, AMANET Secretariat in Dar-es-Salaam, Tanzania is hosting the Secretariat of the Multilateral Initiative on Malaria (MIM), which was based at Stockholm University/Karolinska Institute in Stockholm from 2003-2005. Prior to this the Secretariat was hosted in London, by the Wellcome Trust (1997-1999) and at Fogarty International Center (FIC) in USA (1999 to 2001).

Established in 1997, MIM is an alliance of individuals, funding partners and four autonomous constituents comprising the MIM Secretariat, MIM/TDR, MIMCom and MR4. Its mission is to strengthen and sustain, through collaborative research and training, the capacity of malaria endemic countries in Africa to carry out research that is required to develop and improve tools for malaria control and to strengthen the research-control interphase.

Attributes and Purpose of the Job

AMANET is seeking to employ a self-driven individual who is capable of working independently and across cultural diversity, but with strong attributes as a team player to hold the position of a MIM Secretariat Coordinator. The MIM Secretariat Coordinator will be the main operator of the MIM Secretariat, but will consult closely with other AMANET staff, particularly the Managing Trustee, Network Director, and Communications Officer.

Job Description

- responsible for the day to day activities of the MIM Secretariat;
- Convening, preparing essential documents, taking and keeping minutes of meetings of the MIM Strategic Advisory Board (SAB) and other meetings of the MIM Constituents and Partners;
- Implementing decisions of the SAB and the Constituents and Partners;
- Organizing conference calls with the MIM Constituents and SAB;
- Preparing funding proposals for MIM activities and projects;
- Promoting networking among MIM stakeholders;
- Overseeing MIM publications and dissemination of MIM information; and
- Carrying out any other duties as assigned by the Managing Trustee (MT).

Qualifications:

- should possess at least a Master's degree in public health, parasitology or epidemiology;
- proven research experience in malaria;
- Excellent command of written and oral English and French;
- Considerable computer skills and experience.

Remuneration:

- The successful candidate will be based in Dar es Salaam, Tanzania and offered an attractive competitive international salary based on qualifications and experience.

2. Executive Assistant (EA)

Purpose of the Job

Assisting the Managing Trustee (MT) with correspondence, literature search, preparation of papers, and presentations. The Executive Assistant/ shall also provide secretarial services to the Managing Trustee, and to the Secretariat staff.

Job Description

- Keep records of management, Scientific Coordinating Committee (SCC) and Board of Trustees (BOT) meetings and other meetings;
- In collaboration with responsible officers follow up implementation of management, SCC, BOT and other meeting decisions;
- In collaboration with responsible officers record and report on AMANET workshops and conferences;
- Assist the MT with correspondence, visibility, teleconferences, visual aids, appointments, calendar, and guests;
- On behalf of the MT following up assignments by MT with staff, consultants, and institutions;
- In consultation with responsible officers make travel arrangements for Secretariat staff, meetings, workshops and conferences;
- Organise conference calls;
- Maintain and update filing system and archiving; and
- Carry out any other duties as assigned by the Managing Trustee.

Qualifications

- Must possess at least a good basic university degree or equivalent e.g. advanced diploma in management;
- Graduation in health related field will be an advantage;
- Must be computer competent in office application software, including but not limited to word processing, spreadsheets, desktop publishing, power point, and database;
- Excellent command of written and spoken English is essential;
- Knowledge of French will be an advantage;
- Experience in keeping minutes will be advantageous; and
- Candidate should be dynamic, multitasked, a team player with strong interpersonal skills.

Remunerations

The successful candidate will be based in Dar es Salaam, Tanzania and offered an attractive and highly competitive salary based on qualifications and experience.

If you meet the above criteria for **either of the vacancies, submit by e-mail** an application letter with a detailed CV, which should also show your contacts (including e-mail address) and names and addresses of three professional /work and personal / study related referees.

Also attach **copies of** other essential documents e.g. certificates, testimonials, etc. Your application should be received by **09 May 2007** at the latest, and should be sent to:

The Managing Trustee,

African Malaria Network Trust,

Tanzania Commission for Science and Technology Building,

PO Box 33207,

Dar es Salaam, Tanzania.

E-mail: vacancy@amanet-trust.org

Website: www.amanet-trust.org