



AFRICAN MALARIA NETWORK TRUST

Tanzania Commission for Science and Technology Building
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Vacancy Announcement

Project Manager for MIM Secretariat

Deadline for applications: 29 February 2008

From January 2006 to December 2010, the African Malaria Network Trust (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 Institutet in Stockholm from January 2003- December 2005. Prior to this the Secretariat was hosted in London, by the Wellcome Trust (October 1997- April 1999) and at Fogarty International Center (FIC) in USA (May 1999 - December 2002).

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.

Purpose of the Job

Assisting the MIM Secretariat Coordinator in day to day activities which include preparing and organizing MIM meetings, workshops, conferences and in particular the Pan African Malaria Conference (PAMC) due in November 2009.. S/he will assist in the preparation of proposals for fund raising especially for PAMC. The candidate will also deputize for the MIM Coordinator in her absence.

Job Description:

- Assisting in the day to day activities of the MIM Secretariat;
- Preparing essential documents for meetings and conferences;
- Assisting in the preparation of funding proposals and fund raising activities;
- Preparing conference calls, taking and keeping minutes;
- Assist in preparing the MIM Pan African Malaria Conference which will include:
 - Calling, receiving and processing conference abstracts,
 - Coordinating review of conference abstracts,
 - Recruiting keynote speakers,
 - Coordinating editing of keynote addresses,
 - Setting, editing, and compiling the Conference Programme
 - Coordinating travel and accommodation arrangements for participants
- Assist in preparing and organizing MIM workshops and seminars;
- Assist in preparing content for the MIM website;
- Carrying out any other duties as assigned by the MIM Coordinator;

Qualifications:

- Must possess at least a good basic university degree, a postgraduate degree in public health or life sciences will be an added advantage;
- Proven track record in fundraising activities;
- Proven research experience in malaria;
- Good command of written and oral English, knowledge of French is an added advantage;
- Must be computer competent in office application software, including but not limited to word processing, spreadsheets, desktop publishing, power point, database and mainly project management;
- Prior intercultural exposure desirable;
- Candidate should be dynamic, multitasked, a team player with strong interpersonal skills.

Remuneration:

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

How to apply

If you meet the above criteria, **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 **on or before 29 February 2008** and should be sent to:

The Managing Trustee,
African Malaria Network Trust,
Tanzania Commission for Science and Technology Building,
P.O. Box 33207,
Dar es Salaam, Tanzania.
Email: vacancy@amanet-trust.org
Website: www.amanet-trust.org