



## **Programmes and Operations Assistant ( Internship), Azafady NGO** – **Job Description**

### **Position Overview:**

As the international development sector continues to grow, most jobs at international not-for-profits, charities, and NGOs will require their employees to have experience working abroad. This internship represents an excellent opportunity to gain on-the-ground experience for anyone wishing to pursue a career in international development.

The Programmes and Operations Assistant will spend 12 months in Madagascar, working alongside the Director of Operations and Head of Project Development. He or she will get a valuable insight to the work of an international NGO, by experiencing both on-the-ground project management and administrative activities at the office in Fort Dauphin.

This internship is an excellent opportunity for a new or recent graduate to gain a rounded experience of how a small NGO operates while living and working in a beautiful part of the world and being integrated into interesting and worthwhile projects.

**The Programmes and Operations Assistant** will spend 12 months working with Azafady in and around Fort Dauphin, Madagascar. They will be expected to work within the existing team to aid all aspects of operations. Example tasks include, processing and analysis of community mapping data, construction and maintenance of equipment inventory and policy research. For specific responsibilities, see the section below.

Azafady currently runs projects across the fields of environment, sustainable livelihoods and health which includes school building, hygiene training, HIV education and tree planting. For further details of the projects run by Azafady see [www.madagascar.co.uk](http://www.madagascar.co.uk).

### **Duties and responsibilities:**

The Programmes and Operations Assistant will work across all departments on the following areas :

- Entry and processing of community data
- Collating and describing project data in conjunction with department heads
- Preparation of summary reports for donors and ministries
- Construction and maintenance of equipment inventories and logs
- Development and maintenance of archive system

- Basic IT support
- Liaison with incoming volunteers, acting as first point of contact in the office
- Proof reading of reports to donors
- Policy, procedure and project research
- Creation of content for the organisation's online presence
- Any other tasks as needed by the Director of Operations and Head of Project Development

**Contract type:** Internship, unsalaried, no expenses

**Contract duration:** 12 months

**Location:** Azafady, Fort Dauphin, Madagascar

**Reporting to:** Director of Operations

### **Requirements:**

The successful applicant will:

- Hold an undergraduate degree in or relating to Development or Conservation
- Be able demonstrate ability to work independently
- Be able demonstrate commitment to conservation and community development
- Have good all round computing skills and experience in a range of software packages
- Have previous experience working to deadlines and have ability to successfully manage their time
- Ideally have previous experience living, working or travelling in a developing country, though is not essential
- Be fluent in English. A working knowledge of French is desirable but not essential
- Be capable and comfortable adapting to life in a least developed country with sometimes basic living conditions
- Be able to adjust to life in another culture and a foreign language, and be able to work at all times with cultural sensitivity
- Be able to financially support themselves for 12 months

### **Country and organisation background:**

Madagascar is the fourth largest island in the world. It has an ethnically diverse population of some 19 million people, and the number of inhabitants is increasing at a rate of about 3% per year. It is one of the world's poorest countries, ranking 143/177 in the 2008-9 Human Development Report, with more than 70% of the population living below the poverty line. Isolation of communities and lack of state capacity mean service delivery is extremely poor. Government educational services, extremely limited as they are across the island, rarely reach rural communities. State provided health facilities are seriously under-funded. Island-wide,

among rural populations only 35% of people have improved water sources, and just 26% have adequate sanitation facilities (UNICEF, 2008).

Tolagnaro (or Fort Dauphin), where ONG Azafady is based, is an isolated town in the southeast of the island, in Anosy Region. The people of Anosy are one of the poorest ethnic groups in the country. Whilst the government has adopted a detailed strategy paper for poverty reduction, Anosy's isolation means that little has changed. The region's population suffers one of the lowest per capita incomes and highest rates of disease, infant mortality (34% in some communities) and illiteracy (over 80%). Diarrhoeal disease, malaria, respiratory and sexually transmitted infections are rife: as many as 3 in 10 children under 5 years old die from easily preventable diseases and illnesses. Average life expectancy is just 59 years, (UNICEF, 2006) and the mortality rate for those under five years is over one in ten (115/1000 live births, UNICEF, 2008 estimate).

Azafady has over 10 years experience of grassroots community development work. The organisation intervenes in Fort Dauphin and surrounding rural communities aiming to alleviate extreme poverty and protect a unique but greatly endangered environment by empowering the poorest people of the region to improve health and wellbeing and establish more sustainable livelihoods. At the heart of Azafady's work is an integrated approach to community development sensitively built around what are directly expressed to be the most pressing needs of local populations and which maximises their participation. Project activities are focused on the fields of health and sanitation, livelihood diversification and natural resource management. All projects align with and contribute to achievement of the Millennium Development Goals and of the Madagascar Action Plan commitments in these sectors.

### **Application procedure**

Send CV and cover letter to [nicola@azafady.org](mailto:nicola@azafady.org). Shortlisted applicants will be contacted by email. Interviews will take place with Madagascar team by phone and with the London team in person.

Deadline for application- 02/07/10