



## VACANCY: OPERATIONS ASSOCIATE

**Join a team of professionals dedicated to improving the health and rights of marginalised groups in Eastern Europe and Central Asia!**

*AFEW International* is a non-governmental humanitarian organisation that strives to promote health, and advocates for increased access to prevention, treatment, and care for major public health concerns such as HIV, tuberculosis, COVID-19, viral hepatitis, and sexual and reproductive health and rights.

*AFEW International* is working with and for “key populations” (LGBTIQ and men who have sex with men, people who use drugs, sex workers, people living with HIV, (ex-)prisoners, vulnerable youth and adolescents). By providing support and empowering communities and civil society organisations in Eastern Europe and Central Asia (EECA), we contribute to better access to good quality health services for all, including people whose access is denied due to stigma and discrimination.

With a small team based in Amsterdam, we coordinate the *AFEW Partnership*, a regional network of civil society organisations (*AFEW-Kazakhstan*, *AFEW-Kyrgyzstan*, *AFEW-Russia*, *AFEW-Ukraine* and *AFEW International*).

In a rapidly changing global health and geopolitical landscape, *AFEW International* is now exploring new directions and **seeking to hire an Operations Associate** to support the Management Team and Programmes Team of *AFEW International*. This is an entry level position suited for entry-level or early-career professionals, though applicants at any stage of their professional careers will be equally considered. The **Operations Associate** is expected to provide substantive operational and administrative support, and to assist in fundraising and in the implementation of a diverse portfolio of programmes.

Please see the full position description and requirements in the Annex.

**Contract:** 32 hours

**Duration:** 1 June – 31 December 2021

**Location:** Amsterdam, Netherlands

**Deadline for sending applications:** Applications are accepted on the rolling basis until May 27, 2021.

Please send your motivation letter, CV, and contact details for two references to: [recruitment@AFEW.nl](mailto:recruitment@AFEW.nl). This role is renewable pending project acquisition. Clarifying questions may be sent by e-mail. No agencies please.

**We offer:**

- Competitive salary, 8% holiday allowance
- Pension scheme based on a collective agreement
- Travel costs compensation and/or telework allowance
- 25 days annual leave (on full time basis, calculated pro rata), with additional leave days between Christmas and New Year
- Working in an international team with an informal, transparent and open working culture
- An office close to Amsterdam Central station with great waterfront views. Once COVID-19 measures allow, we will combine working from the office with working from home.

*AFEW International* is an equal opportunity employer. We particularly encourage applications from qualified candidates who are living with HIV and/or from key affected communities.

**More about *AFEW International***

Based on 20 years of experience in the region, *AFEW International* has built extensive knowledge, expertise and networks in Eastern Europe and Central Asia. The mission of the organisation is to increase access to prevention, treatment, and care for the most vulnerable and marginalized groups within society.

*AFEW International* works in close collaboration with international (mostly European), EECA regional and in-country partners, co-creating the best international practices and innovations to EECA in a practical applicable way.

[www.afew.org](http://www.afew.org)

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## **ANNEX. DETAILED JOB DESCRIPTION: OPERATIONS ASSOCIATE**

### **I. Terms of Reference:**

#### **Place within the Organisation:**

- Reports to the Director
- Supervision by the Director of Finance, will work closely with the Administration Manager and Projects and Grants officer.

#### **Job Location:**

- Amsterdam, the Netherlands (Due to COVID-19, currently all staff work from home).

#### **Contract hours:**

- 32 hrs
- 1 June– 31 December 2021 (7 months), or earlier start date if possible. An initial 6-month contract may be offered.

### **II. Overall Job Objective:**

The role has the following main objectives:

- 1) To provide substantive and administrative and operations support to the Management Team (60%)
- 2) To support the Programmes team and Grant Writer in the implementation and acquisition of new projects. (40%)

### **III. Responsibilities and Tasks:**

#### ***Administrative and operations support:***

- You will provide substantive operations and administrative support under the supervision of the Director of Finance and Administration Manager (including: administration of invoices, financial documents, billing, reimbursements, filing, document management in the KM system, digitalization, and so on.).
- You will support the Director in external relations (including: calendar management, call scheduling, preparing meetings).
- You will support the Management Team and Programmes team in organizing and facilitation online meetings (including: calendar management, call scheduling, setting-up online meetings on Zoom and similar platforms, contracting, occasional minute taking) and overall implementation of the project portfolio.

#### ***Project implementation and fundraising:***

- You will support the management team and grant writer in developing new projects and products by doing background research and writing background materials for grant writing, applications, and strategic positioning, in line with the Theory of Change and

Strategic Plans of *AFEW Partnership* and *AFEW International*.

- You will monitor trends in development in the area of key populations and health concerns including HIV/AIDS, TB, viral hepatitis, SRHR, COVID-19, and UHC, in the region of Eastern Europe and Central Asia.

***Internal Communication:***

- You will provide regular updates to the Management Team.
- You may chair regular internal programmes team meetings and may participate in/chair regular meetings and/or conference calls with the directors of the *AFEW Partnership*.

Other tasks as agreed with the Management Team.

**IV. Contacts / Key Relationships**

- All staff within *AFEW International*.
- National, regional, and international project partners.
- Governmental and non-governmental counterparts, donors, consultants, etc.
- Regional and international networks of health experts, community activists, policy makers.

**V. Requirements:**

**Experience and Qualifications:**

- You have a relevant Bachelor's degree. (i.e. in international development, public administration, public health, law, European Studies – all fields will be considered, you will demonstrate relevance in your application). An associate degree or similar second tier qualification in combination with work experience may also be considered.
- You have 0-2 years of experience in and administrative or project management role, ideally in international development projects.
- You have strong interest and motivation to work for an NGO in the sphere of public health and human rights, notably of marginalized groups.
- You have strong writing and drafting skills in English and working knowledge of Russian. Knowledge of Dutch is an asset.
- You are not afraid of Excel and other Microsoft Office Products; you are familiar with and willing to use all relevant social media platforms.
- Affinity and familiarity with the context of Eastern Europe and Central Asia is an asset.

**Personal Skills and Additional Information:**

- You are a self-starting, proactive team player with excellent organizational skills.
- You are able to work under pressure, prioritize and multitask.
- You have strong interpersonal and intercultural skills, cultural sensitivity, and you are able to work with a variety of stakeholders.
- You are willing to occasionally work outside office hours, including for international travel (although currently no travel foreseen due to COVID-19 limitations).
- You have the legal right to remain and work in the Netherlands / EU. Please note that we cannot offer relocation support to the Netherlands.
- Position renewable pending project acquisition.