



# Operations & Programs Associate (Zambia)

Location: Lusaka, Zambia

## Global Health Corps

Global Health Corps (GHC) mobilizes a global community of emerging leaders to build the movement for health equity. GHC believes young leaders with diverse backgrounds and a deep commitment to collaboration, innovation, and social justice are going to revolutionize how the world tackles its toughest health challenges. We strongly believe our GHC community is the new breed of leaders that the world desperately needs.

Through a competitive recruitment process, we identify daring and innovative university graduates and early-to mid-career professionals from around the world and pair them with amazing partner organizations and government agencies in the US, East Africa, and Southern Africa. Our fellows spend a year in their placement devoting their unstoppable energy to making the world a healthier place for all people, everywhere. Whether they are working with a small grassroots organization like [HIPS](#) in Washington, DC to ensure sex workers have access to critical health services, or with the Ministry of Health in Zambia researching patient use of HIV testing and counseling, each fellow plays an essential role in the health equity movement.

Fellows come together five times a year for additional training, community building, leadership development, and mentorship to become audacious, resilient, and highly-networked changemakers. Each one of our fellows has the capacity to change the world – and many already are – and we are grateful to work closely with them to amplify their impact. Since its founding in 2009, GHC has supported nearly 600 fellows working at various levels of the health system, across issue areas and across continents, and our community gets stronger every year.

For more information, visit our [website](#) or find us on [Facebook](#) and [Twitter](#).

## The Candidate

GHC is seeking a talented, highly organized, and execution-minded early-career professional to join our growing Zambia team. The role includes supporting the range of country office operations and program activities, such as fiscal management, budgeting, recruiting for the fellowship program, providing ongoing support to the fellows and alumni, supporting community engagement and communications efforts, tracking metrics for evaluation, cultivating partnerships, and planning various Africa-based workshops and retreats. This role will provide many opportunities to connect and liaise with leading health organizations in Africa and the US and support a wide network of emerging leaders from around the world. This is the perfect role for someone who wants to understand how a small nonprofit operates and is excited to dive in and gain experience managing a range of functions. The Operations & Program Associate will report directly to our Zambia Country Manager.

The ideal candidate will thrive in a dynamic, global, collaborative and fast-paced start-up environment where we are passionate about what we do, care deeply for our greater mission, and work hard to achieve results. S/he will bring a solution-oriented and client service mindset, demonstrating excellent attention to detail and a value for collaboration across a range of teams, cultures, and time zones.

### Responsibilities:

- **Finance, accounting, and fiscal management** in collaboration with our Finance Manager and global Operations team
  - Fiscal record-keeping including daily bookkeeping and budgeting
  - Oversee the fiscal management tools and processes including creating monthly expense reports for our Finance Manager (based in NY)
  - Produce a variety of monthly fiscal tracking reports distributed to teammates and leadership team
- **Contract management** working with GHC's partner organizations, the Program team, and the Operations team
  - Assist with annual MOU signing process between GHC and placement organizations.
  - Answer queries or clarification of payment, flows of funding or other cost-sharing related questions for placement organizations
  - Carefully review MOUs, ensuring that they accurately reflect negotiated cost-sharing arrangements
  - Use cost-sharing data from the MOUs in GHC's fiscal tracking and budgeting processes
  - No legal background required, this is an area that requires project management skills and attention to detail
- **Fellow and Alumni support** in partnership with the Programs team, including:
  - Following up on fellows' yearly requirements and ensure related tracking
  - Working with the Alumni Program to develop a work plan and support the Zambia alumni committee in the program's implementation
  - Facilitating alumni structures to work together and ensure yearly transition plans
  - Identifying individual fellow and alumni needs and work with the Country Manager to fulfill them
  - Working with the Country Manager to regularly identify training institutions that would offer fellows specialized trainings in partnership with GHC
  - Supporting Zambia Country Manager with ongoing supervisor and fellow requests
  - Assisting with events, particularly preparation of fellow workshops and retreats throughout the year (including all logistics, procurement of venues, vendor management)
  - Working with Global Operations Manager on safety and security for fellows and fellows housing (including working with landlords, scoping new housing arrangements, and contract management)
- **Fellowship Recruitment** assisting our Communications team, including:
  - Leading continuous recruitment efforts for GHC in Zambia

- Ensuring the database of recruitment contacts is improved and up to date
- **Communications and community engagement** in close collaboration with our Communications team, including:
  - Sourcing opportunities for fellows and alums to engage in (conferences, workshops, speaking events) and handling related administrative logistics
  - Strengthening partnerships with engagement platforms in Zambia (e.g TEDx,, Impact hub) to offer alums and fellows platforms to attend or at which to speak
  - Assisting with branding of GHC in Zambia
  - Ensuring visibility of GHC Zambia on social /networking platforms (Twitter, Facebook, Instagram, LinkedIn)
  - Tracking fellow stories, pictures and videos in their partnership placement organizations
  - Maintaining the GHC Zambia Newsletter
- **Support the Country Manager in a range of other internal and external activities** as needed throughout the year, including, but not limited to:
  - Incorporating and preserving knowledge management
  - Developing partnerships
  - Overseeing official INGO annual registration paperwork process

### Qualifications:

- Minimum 2 years accounting, finance, operations, programmatic, or communications experience
- Experience developing budget projections, overseeing expense management processes, simple book-keeping, and producing expense management and other fiscal reports
- Bachelor's degree required
- Proven track record of strong organizational and time-management skills
- Top-notch attention to detail
- Excellent relationship management, we are seeking a service-oriented people person
- Tech savviness and interest in new technologies and information management systems; ability to use Google tools, Dropbox and other online platforms to streamline work
- Fluency with fiscal management systems such as Quickbooks Online a plus
- Familiarity with Zambia tax systems a plus
- Previous experience with Salesforce or similar database systems a plus
- Previous experience in a small entrepreneurial environment a plus
- Commitment to social justice and passion for global health equity

## How to Apply

Please submit a cover letter and resume to [apply@ghcorps.org](mailto:apply@ghcorps.org) with the subject line "Operations & Program Associate – Zambia." Applications will be reviewed on a rolling basis. Due to the high volume of applications, only applicants selected for an interview will be contacted.

Thank you for applying!

The GHC Team