

# seed madagascar

sustainable environment, education & development

## Junior Operations and Support Officer (Madagascar)

### Position Overview

This is an exciting opportunity for an early-career development professional to gain practical experience in operations and administration while supporting impactful community and conservation programmes in southeast Madagascar. Based in the coastal town of Fort Dauphin, the Junior Operations and Support Officer will play an important role in supporting the systems and processes that enable SEED Madagascar's projects to run effectively.

SEED Madagascar is a UK registered charity dedicated to creating long-term, sustainable change in partnership with communities in the southeast of Madagascar. Our programmes integrate community health, water, sanitation and hygiene (WASH), education, rural livelihoods and environmental conservation initiatives, while contributing to international best practice through research and publications.

Working within a collaborative team of national and international staff, the Junior Operations and Support Officer will contribute to the day-to-day operations that underpin SEED's work. This office-based role provides a wide range of responsibilities, offering valuable experience across administration, organisational systems and programme support. The role will also involve occasional interaction with SEED's Conservation Research Team in the field, providing orientations and pastoral care to the volunteers on their programme.

The position sits at the heart of SEED's operations and offers broad exposure to the practical realities of working within an international development organisation. The successful candidate will support organisational policies and procedures, assist with the recruitment of international staff and volunteers, coordinate onboarding processes for new team members, and contribute to the management and promotion of SEED's short-term conservation volunteer programme.

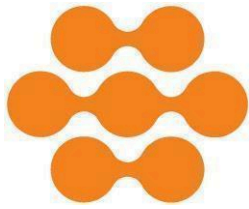
This role is ideal for someone who is organised, proactive and motivated to support a diverse team. It offers an excellent opportunity for an early-career professional who is interested in building skills in operations, administration and organisational support within the international development sector, while contributing to programmes that support both communities and ecosystems in Madagascar.

**Title:** Junior Operations and Support Officer

**Location:** Fort Dauphin, Madagascar

**Commitment:** 12 months; Monday to Friday (35 hours a week)

**Salary:** Voluntary for 12 months, with stipend of 800,000 MGA per month towards accommodation and a contribution of £650 towards insurance



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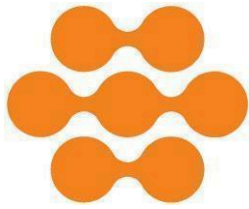
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## Duties and Responsibilities:

1. Provide pre-departure logistical support and advice with visas, hotels, flights, accommodation, medication etc to new international staff and short-term conservation volunteers
2. Lead on supporting international staff during their initial time with SEED including arrival, orientation, social inclusion, cultural understanding, housing and integration into the SEED team.
3. Provide pastoral care, working with line managers to ensure that new and existing international staff and volunteers' wellbeing is supported.
4. Support the Conservation team in Sainte Luce on providing orientations and pastoral care of volunteers when required
5. Support the Communications team with advertising the volunteer programme and helping volunteers to increase their fundraising efforts
6. Support on the recruitment of international staff, including the advertisement of vacancies
7. Assist in the preparation of reports for internal and external audiences including Annual Reports and Malagasy Ministry reports
8. Work with the Director of Operations and Programmes, and the International Operations Manager in developing, updating and implementing organisational databases, systems, policies and procedures across the NGO
9. Oversee the training schedule for international staff and work alongside national and
10. International staff to increase their skills and capacity, providing mentoring or training where appropriate
11. Support with the writing of minutes and note taking across the organisation
12. Ensure all of SEED's policies and procedures are evident throughout the work of the department, including those for safeguarding, whistleblowing and anti-corruption, and undertake continual training to ensure these are always promoted
13. Assist with administration tasks and any other tasks required by the International Operations Manager or Director of Programmes and Operations in line with the tasks of the post

## Required Skills & Experience/Person Specification

- Hold an undergraduate degree in or relating to Development or be able to demonstrate a passion for this area
- Be able to work independently and be proactively
- Have good all round computing skills and experience in Microsoft Office
- Have previous experience working to deadlines and have ability to successfully manage their time
- Communicate clearly and engagingly in written English across a range of media forms
- Communicate verbally to encompass the range of cultures you will be working with
- To have a good level of written English and be able to proofread documents to a high standard



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- To have a curious mind and a patient, problem solving attitude
- 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 comfortable with campsite conditions whilst supporting the team in the field for days at a time
- Be able to work and socialise within a small group of people and to be respectful and take personal responsibility for maintaining a good reputation for the NGO in the community
- Be able to adjust to life in another culture and a foreign language and be able to always work with cultural sensitivity
- Demonstrate the ability, social skills and confidence to give clear guidance and support to other members of the team in respect of the philosophy and procedures of SEED to protect both their safety and the reputation of the NGO.

## Application Procedure

Interested applicants should send a CV and covering letter in English outlining why they wish to take up this position and how their skills and experience match the requirements in the job description criteria to SEED Madagascar Director of Programmes and Operations, Lisa Bass by email on [lisa@seedmadagascar.org](mailto:lisa@seedmadagascar.org).

Please note: AI generated cover letters and recruitment exercises will not be processed.

We value concise and focused applications. To help us review all submissions efficiently, please limit your **CV to a maximum of four pages**. Unfortunately, longer CVs cannot be considered.

**Application Deadline: Monday 25th May 2026 at 23:59 GMT.** Applications will be reviewed on an ongoing basis throughout this period.

Candidates will complete an exercise, long-listed applicants will have an initial informal interview with Madagascar based staff and short-listed applicants will then be offered an interview with the London team.

SEED Madagascar actively encourages equality, diversity, and inclusion in the workplace and aims to create a working environment free of bullying, harassment, victimisation, and unlawful discrimination, where individual differences and the contributions of all staff are recognised and valued.