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**JOIN OUR TEAM**

**INTERNAL ADVERT FOR FACILITATOR – ENVIRONMENTAL, SOCIAL GOVERNANCE & IMPACT COMPLIANCE - CHITIPA**

**Background**

Self Help Africa Malawi is an international non-governmental organisation working to create opportunities for lasting improvement in peoples’ lives. We work in partnership with others to support a range of livelihoods and food security, WASH and health, sustainable energy and gender equality programmes reaching over 1,000,000 people a year across Malawi. SHA currently operates in 17 districts in Malawi, supporting 24 on-going projects. This is an exciting time to join us as we seek to tackle the global challenges in progressive and innovative ways.

Self Help Africa is an international development organisation, and is committed to the safeguarding of all those who we come into contact with or through our work. We are committed to preventing any type of unwanted behaviour relating to our work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and we are committed to promoting the welfare of children and the people we aim to assist with whom Self Help Africa engages. Self Help Africa expects all staff and volunteers to share this commitment and uphold the values and behaviours outlined in the [Code of Conduct](https://selfhelpafrica.org/ie/wp-content/uploads/sites/4/2023/12/Self-Help-Africa-Code-of-Conduct-2023_Final_English.pdf) and [Child and Adult Safeguarding Policy](https://selfhelpafrica.org/ie/wp-content/uploads/sites/4/2023/12/Self-Help-Africa-Child-and-Adult-Safeguarding-Policy-2023_Final_English.pdf), inside and outside of work hours. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. Recruitment to all roles in Self Help Africa may include, and be subject to, a criminal records self-declaration, references, and other pre-employment checks, which may include police and qualifications checking. Self Help Africa is committed to the principles of the Misconduct Disclosure Scheme and will request information from previous employers about any findings of sexual exploitation, sexual abuse or sexual harassment during employment. By submitting an application, the applicant confirms his/her understanding of these recruitment procedures.

Research shows that women and those from marginalised ethnic groups are less likely to apply to jobs unless they meet every single requirement. If you’re excited about this role but your experience doesn’t align with every criteria described, we encourage you to apply anyway, you could be exactly what we need!

Self Help Africa (SHA), in partnership with Catholic Relief Services (CRS) has, through **The Global EverGreening Alliance**, received funding from the **Climate Asset Management (CAM)** towards the implementation of the **Restoring Landscapes and Livelihoods in Malawi** programme in Chitipa district. The programme is being implemented in all the Traditional Authorities (TA) in the district. The goal of the programme is to improve livelihoods, food security and resilience to climate change in Malawi through restoring ecosystem services and improved management of agricultural, pastoral and forest areas contributing to emissions reductions. This programme will enable and build substantial carbon sinks and sequestration opportunities, allowing viable returns to both farmers and investors.

**Job purpose**

To contribute towards increased compliance of Environmental, Social, Governance & Impact (this will include gender and safeguarding) under the RESAF project. He/she will ensure equity and equality of access to resources and decision making. He /she will reinforce compliance with external regulatory and legal requirements as well as internal policies in line with Restore Africa Project. And also provide an in-house service that effectively supports business areas in their duty to comply with relevant regulations and internal procedures in line with the project. Support documentation of all compliance issues and share with relevant authorities. They will play an active role in the safeguarding committee at SHA national level and support the role and mandate of the Safeguarding Focal Points in particular as well as wider support for the Committee to achieve its action plan.

# Key responsibilities and duties

**Implementation of Project gender integration strategy as per the Gold Standards Gender policy.**

* Plan and coordinate gender strategy integration activities for the project
* Develop the capacity of staff, partners, and community members in gender transformative approaches.
* Support the development, documentation, and monitoring of gender action plans at the community level, resulting from gender-related activities.
* Establish and maintain working relationships with all stakeholders, including the district gender office, women's rights organisations, and other stakeholders, to implement gender transformative approaches effectively.
* Document and disseminate gender transformation best practises, lessons learned, and case studies.
* Facilitate periodic programme and community reflection sessions on gender, including reflections on protection.
* Ensure gender Integration in all RESAF activities and at all levels.
* Provide backstopping support to the SHA national Gender, Safeguarding and Inclusion Manager

**Operationalization and effective implementation of RESAF’s Grievances/Feedback, Complaints and Response Mechanisms (FCRM).**

* Support implementation of grievance/FCR mechanism that is functional and accessible in culturally appropriate manner to stakeholders.
* Raise community and stakeholder awareness of RESAF's Grievances/FCR Mechanism via multiple and all possible communication channels and platforms.
* Coordinate the receipt, investigation (when required), and escalation of Grievances/complaints and feedback regarding the RESAF Programme.
* Coordinate with other RESAF field staff to ensure that communities receive feedback and responses to issues raised.
* Integrate FCRM in all RESAF activities at all levels.
* Where relevant, document and report all the cases through appropriate channels
* Contribute to the effective functioning of the Toll-Free Line
* Ensure the effective roll out of SHA’s new CRFM guide once finalised

**Implementation of the project Safeguarding Plan**

* Sensitize all stakeholders on adult and child safeguarding policy
* Signpost and follow up on any protection cases, in a survivor centred approach, received by SHA
* Build the capacity of staff and stakeholders in child rights
* Engage as an active member of the national safeguarding committee
* Support all project focal points and the functionality of the Focal point system across the country programme
* Support the safeguarding committee on the delivery of the action plan

**Project Documentation and Reporting**

* Collect, document and manage of all Gender, Safeguarding and Grievances/ data for effective analysis.
* Prepare, submit and present periodic reports for continued self-reflection and improvement within RESAF.
* Support documentation and reporting of successes and best practices from Gender, Safeguarding and FCRM interventions.
* Contribute towards program periodic reporting.
* Share documented project success stories to project stakeholders
* And any other duties assigned

**Environmental, Governance and Impact**

* Collaborate with government agencies, NGOs, and private sector stakeholders to strengthen environmental governance.
* Organize workshops, training sessions, and capacity-building programs.
* Facilitate dialogue between policymakers, communities, and industry players on matters affecting the environment.
* Provide support to research initiatives on environmental governance trends, challenges, and best practices.
* Where needed, prepare reports, policy briefs, and presentations for decision-makers.
* Support the development and execution of environmental governance projects.
* Advocate for sustainable policies and best practices in environmental governance.
* Develop and implement impact assessment tools to measure environmental governance outcomes including maintaining data and documentation.
* Monitor compliance with environmental regulations and standards as the Gold Standards guides.

**Experience and qualifications.**

* University degree in relevant field (Social science/ Agriculture/Community Development /Gender or any relevant comparable field)
* A minimum of 2 years of professional experience in fields related to Gender and protection issues
* Experience and knowledge of working in Community Development or land resource sub-sector;
* Excellent listening, communication and writing skills. Fluent in English and Chichewa
* Maturity and willingness to cooperate with a wide variety of people.
* Willingness to travel- The incumbent should be ready to spend 70% of their time in the field, and possession of a valid motorcycle license is an added advantage.
* Field-based experience at the farmer level and working with farmer groups and NGOs/ Associations;
* Experience in working with Government extension workers and VDCs, and ADCs
* Knowledge of Malawian environmental and agriculture legislation and issues preferred

**How to apply**

Qualified and interested candidates who meet the stated requirements must submit a completed Application Form, downloadable on <https://gsha.box.com/v/applicationform>. The completed application form should be uploaded together with the **Cover letter, Curriculum Vitae and Copies Certificates** saved in your name to; <https://selfhelpafrica.org/ie/careers-apply/?jbcd=500QD00000UQveB%20-%20INTERNAL%20ADVERT%20%20FOR%20FACILITATOR%20%E2%80%93>)

No hard copies / physical applications will be accepted. **Please note zipped Folder will not be accessed.**

**Closing date for the receipt of completed application forms is 12:00 Midnight of 14th March 2025** Only short-listed candidates will be contacted.

Self Help Africa takes the safety and well-being of all those we work with, and our staff, very seriously. We have a zero-tolerance policy on abuse. Our recruitment is safe, meaning that we recruit staff with the highest values and standards of ethical behaviour. Self Help Africa has a Safeguarding Children and Vulnerable Adults Policy, which reflects our commitment to protecting the people with whom we work. All candidates will be expected to comply with this policy and its procedures.

For more information about the organisation, please visit our website at [www.selfhelpafrica.net](http://www.selfhelpafrica.net/).

**SHA is an equal opportunity employer.**