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**JOIN OUR TEAM**

**ADVERT FOR ATEC PORTFOLIO OFFICERS (1 in Blantyre and 1 in Lilongwe)**

**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. Globally, we work in nine countries across Africa, Asia and South America. SHA currently operates in 17 districts in Malawi, supporting over 20 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, in collaboration with ATEC Australia-International Pty Ltd (ATEC), is set to launch a clean cooking initiative in Malawi, aiming to transition 76,000 urban and peri-urban households in Lilongwe and Blantyre from charcoal-based cooking to clean electric cooking using IoT-enabled induction stoves. This initiative seeks to reduce greenhouse gas emissions, improve household economics, and enhance public health by eliminating indoor air pollution caused by biomass fuels.

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!

**Job purpose**

The job holder’s core responsibility will be to undertake tasks as requested by Project Manager including supporting Last Mile Distributors (LMDs) in reaching their targets, ensuring that a high level of awareness of the project is reached and maintained by all stakeholders, ensuring that the project strongly engages with City Councils at all stages of implementation, providing feedback on the effectiveness of the approach and performance of all project stakeholders. He/she will feed into project reporting and work with the Project Manager and M+E/Compliance to ensuring that all stakeholders comply with the project’s approach, that we are on track to meet our sales deliverables.

The job holder will work as part of SHA’s portfolio of Energy projects contributing to the wider growth and development of Energy activities in Malawi.

# Key responsibilities and duties

1. **Project implementation**

* Assist the project manager in the development of workplans and completing necessary tasks on time and feeding into reports
* Act as District focal point for the project, working alongside cleaner cooking LMDs to achieve verifiable RBF sales.
* Coordinate project activities with other SHA projects where relevant
* Ensure close collaboration and networking with all partners, including Government, private sector and communities, during all stages of project implementation.
* Travel to implementation areas as required to track project progress.

1. **eCook RBF activities to Last Mile Distributor Partners**

* Support the successful launching of the project, including recruitment, selection and contracting of LMDs and engagement with district stakeholders.
* Provide support to LMDs in the implementation of RBF activities (sales of subsidised electric stoves), including the marketing and sales of products, compliance with monitoring and verification requirements, and claiming RBF payments from SHA, leveraging the expertise of the other team members.
* Working with LMDs and the Independent Verification Agency to ensure compliance with the Operations Manual and smooth processing of payments.
* Verifying the activities and performance of LMDs through spot checks and audits

1. **Reporting and data management**

* Support the Project Manager to gather the required data from LMDs for monitoring project implementation and LMDs to compile and provide that data and reports.
* Maintain project activity records to feed into reports compiled by the Project Manager using regular SHA internal reporting procedures as well as those of the donor.

1. **Other**

* Share learning and knowledge across all SHA’s Energy and other programmes’ projects
* Uphold and promote SHA’s child and adult safeguarding policy, design a safeguarding plan, monitor the implementation of the plan and ensure safeguarding quarterly risk assessment

**Experience and qualifications.**

* Diploma in marketing, business management, community development or other relevant area
* Minimum of 2 years’ experience in a similar position including field-work and office-based activities, particularly those related to solar products and cleaner cooking technologies and/or results based finance projects.
* Appreciation the cleaner cooking sector and technologies
* Proven ability to deliver activities according to workplans and deadlines
* Good computer skills with proficiency in Microsoft Office (Word, Excel, PowerPoint etc) and using online meeting platforms (e.g. Zoom, google meet etc.).
* Excellent analytical and report writing skills.
* Excellent communication, coordination and facilitation skills.
* Strong respect and empathy for rural communities, and an affinity to SHA’s mission and values of integrity, dignity and environmental respect.
* Fluency in written and spoken English and Chichewa.
* Able to, or willing to learn to, ride a motorbike would be an advantage.
* Graphic design/video editing skills would be an added advantage

**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=500QD00000Wg3qL%20-%20ADVERT%20FOR%20ATEC%20PORTFOLIO%20OFFICERS%20(1%20in%20Blantyre%20and%201%20in%20Lilongwe)%20(76600)>

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 18th April 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.**