

***JOIN OUR TEAM***

**ADVERT FOR PROJECTS MANAGER TO BE BASED IN MPONELA**

**Background**

Self Help Africa (SHA - formerly United Purpose) 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, however our Malawi programme is by far and away our largest and most established country programme. 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.

**Job Purpose:**

Reporting to the Deputy Program Manager (DPM), s/he is accountable for the overall planning, implementation, monitoring, quality - control and reporting of all WASH Projects. S/he will manage human, financial and other resources for all the WASH Projects. S/he will have responsibility for ensuring that the projects are managed effectively and efficiently. S/he will line manage all WASH Project Teams in Mponela, working in close collaboration with Project Accountants. S/he will also oversee implementation of Pipeline and Carbon projects and staff.

**Key duties and responsibilities**

* Provide overall day to day management oversight for the planning and delivery of WASH all projects in Dowa, ensuring that all projects are implemented within acceptable quality, timeframe and budget.
* Ensure the implementation of all WASH projects are in compliance with donor’s requirements, government policies and global and national standards.
* Provide technical leadership in WASH infrastructure, Community Based Management (CBM)+ and professionalized rural water supply maintenance services, Sanitation Marketing and Systems strengthening approaches.
* Ensure effective project budgetary control and monitoring is in line with SHA’s financial procedures and guidelines, and fraud and risk management policies.
* Produce timely and quality technical and financial reports both for donors and internal use; timely review & submit the reports to DPM for review.
* Ensure proper project/program assessments, design, monitoring, evaluation and knowledge management processes are employed in the WASH program; and fully engage to make sure that appropriate monitoring tools including electronic based platforms are used to support the monitoring and decision-making processes.
* Develop and submit weekly updates and monthly monitoring and documentation reports to Deputy WASH Program Manager.
* Ensure that appropriate human resource performance monitoring mechanisms with proper coaching and mentoring are practiced enhancing smooth staff relations and accountability.
* Work with the Regional WASH Program Manager to handle WASH donors, support donors and partners’ visits, briefings and meetings.
* Promote major cross cutting themes including environment, gender, protection, disability, peace building and core values of the organization.
* Ensure implementation of project activities in line with SHA’s safeguarding policy and procedures. This includes ensuring promotion of a positive culture of openness and transparent where team members are able to raise concerns.
* Support SHA’s business drive to run its rig unit as a social enterprise that delivers sustainable, cost effective and quality services.
* Represents SHA at national sector technical forums, events and meetings, where agreed with Deputy WASH Program Manager
* Ensure safeguarding issues are implemented and reported in all WASH projects

**Qualifications, skills and experience**

* At least BSc Degree in Engineering, Water Resources Management, Public Health, Environmental Health & Related Fields. An MSc degree in these areas will be an added advantage.
* At least 5 years relevant experience in WASH in an international NGO working as a Project Manager
* Demonstrable experience in project management and people management
* Strong character traits, ability to handle stress, cultural and gender sensitivity and integrity;
* Proven experience of managing donor(s) funded projects or programs;
* Good computer skills including MS Word, Excel and internet;
* Knowledge and Experience in WASH infrastructure, Community Based Management (CBM), Professionalised maintenance services, Sanitation Marketing and Systems strengthening approaches
* Demonstrable understanding of safeguarding risks and mitigating actions.
* Experience in developing and implementing monitoring and evaluation systems including e-monitoring
* Experience in proposal development, budget preparation and report writing;
* A full clean driving licence and ability to drive a four-wheel drive manual vehicle is essential.

**Key Competencies/Attributes:**

* Excellent communication skills, both oral and written in English
* Creates and encourages a climate of team-work and collaboration in a diverse cultural environment.
* Consistently achieves high-level results, manages and delivers projects on-time and on-budget.
* Has high-level management and supervisory skills;
* Result oriented and provides others with a clear direction; motivates and empowers others

**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=500QD00000Cp9yW%20-%20Advert%20for%20Projects%20Manager%20(60944>

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

**Closing date for the receipt of completed application forms is 12:00 Midnight of 25th April, 2024** 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/).