****

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Project Manager Sustainable Livelihood Improvement Project (SLIP) |
| **Company:** | Self Help Africa (SHA) |
| **Department:** | Programmes |
| **Location:** | Balaka |
| **Reports to:** | Head of Programmes, Lilongwe |
| **Salary:** |  |
| **Job Purpose:** | The purpose of the jobholder is to manage the Sustainable Livelihood Improvement Project (SLIP), which is aiming at reducing poverty levels and sustainably improve the livelihoods of 2,000 poor smallholder households (HHs). SHA will work in partnership with Nkhadze Alive Youth Organization (NAYORG) and Blantyre Synod Health and Development Commission (BSHDC).SLIP will work with communities and local government structures to bring about tangible and significant increases in the livelihood resilience of the most vulnerable communities. It represents a direct response to both immediate and long-term needs of the most vulnerable communities, identified as top priorities by the Government in the National Adaptation Programme of Action (NAPA), Balaka District Council and communities themselves. Its focus will be on (1) Improved livelihood security through increased and diversified crop and livestock production; (2) Improved ecological resilience through improved natural resource management practices; (3) Increased HH income and increased and diversified livelihoods options through community-based rural enterprises, and improved access to markets and financial services; (4) Strengthened capacity of community structures, village level institutions, government extension services and partner NGOs to implement and manage sustainable livelihood development and natural resource management activities. |
| **Key Responsibilities:** | * Overall management responsibility for effective and efficient management and delivery of SLIP project through annual planning, budgeting, reporting and day-to-day project operations consistent with project cycle management and the project’s goal to the highest standards of programmatic quality,
* Provide technical support and guidance to all field technical staff and partners and around livelihood resilience, agricultural marketing, sustainable agriculture and other technical issues,
* Ensure that evidence-based project implementation systems at community and district level are developed and managed and influence policy and practice
* Ensure that the project adopts best practice in integrated rural development, climate change, agricultural marketing and adaptation and takes up recommendations to ensure that lessons learned within the programmes are properly recorded and shared with other partners
* Ensure monitoring system and tools are developed and used by project staff to track project progress, and capture learning
* Coordinate processes for project evaluation, document and share lessons learned with district, development partners and other SHA stakeholders
* Provide regular reporting to the Head of Programmes as per guidelines including preparation and consolidation of project monthly, quarterly and annual reports,
* Monitor the context and carry out adjustments to project plans and management on an on-going basis in light of changing context, resources, and opportunities,
* Monitor project expenditure against budget, and preparation and submission of required project progress and financial reports on a regular basis.
* Develop and implement project plans together with project staff, technical specialists and stakeholders to ensure effective project implementation,
* Develop and maintain strong relationships within and outside SHA including with the Government of Malawi ministries and departments including the research and learning institution, project partners, INGOs and local organisations, private organisations, community leaders and relevant networks working in the district and including those working within the wider agriculture sector,
* Monitor any evolving humanitarian situations in times of unforeseen climate change in the project area and keep the Head of Programmes informed and support development of appropriate responses in relation to Disaster Risk Reduction
* Work with Programme Coordinators to ensure that Nutrition, HIV/AIDS, Gender, enterprise development and natural resource management issues are effectively mainstreamed in all activities
* Ensure that the donor guidelines are adhered to particularly in regards to grant acknowledgement
 |
| **Key Relationships:** | **Internal*** Head of Programmes, Project Coordinators & other project staff,
* Self Help Africa Malawi Country Programme Staff and administrative

**External*** External stakeholders, government departments, banks
* NAYORG and BSHDC Development Facilitators
* Balaka District Agriculture office
 |
| **Knowledge and Experience:** | * A high level of understanding of project cycle management approaches, project appraisal, monitoring and evaluation and partners’ capacity building.
* Considerable experience in budgeting/financial procedures, and writing management and financial reports to donors.
* Proven ability to motivate, provide technical support and guidance to a diverse team of staff and partners.
* Good knowledge and understanding of key aspects of development work; including food, nutrition, and livelihood security, agricultural marketing and value chains analysis methodologies, natural resource management and environmental resilience planning, cross-cutting themes (e.g. gender, HIV/AIDS), and integration of disaster mitigation and climate change response in development programming.
* Good experience in participatory market surveys and value chain analysis of different agricultural commodities.
* Skills in training/facilitation of development processes, including mobilisation of communities and networking among different development partners such as community-based organisations, government officers and implementing partner staff.
* Commitment to international and humanitarian NGO codes, standards and practices.
* High level of integrity and high standards of personal conduct.
 |
| **Qualifications/Other Requirements:** | **Essential:** * Relevant third level education in Development, Climate Change or Agriculture and related disciplines
* Minimum 3 years’ experience at a similar level working in managing natural resource management, resilience or climate change, livelihoods, and/or agriculture projects.
* A high level of understanding of project cycle management approaches, project appraisal, monitoring and evaluation and partners’ capacity building.
* Considerable experience in budgeting and financial procedures,
* Proven ability to motivate, provide technical support and guidance to a diverse team of staff and partners.
* Good knowledge and understanding of key aspects of development work; including food, nutrition and livelihood security, cross-cutting themes (e.g. gender, environment, HIV/AIDS), and integration of disaster mitigation and climate change response in development programming.
* Skills in training and facilitation of development processes, including organisation and mobilisation of communities and networking among different development partners such as community-based organisations, government officers and SHA staff.
* Proficiency in computer packages especially with Ms Word, outlook and Excel and other related packages Commitment to international and humanitarian NGO codes, standards and practices.
* High level of integrity and high standards of personal conduct.
 |
| **Role Competencies:** | * Excellent communication skills.
* Ability to work as part of team across different cultures.
* Ability to work with minimum supervision and take initiative.
* Ability to solve problems and take corrective action.
 |

**Self Help Africa is an equal opportunities employer**

**This project is funded by the National Lottery (UK) through the Big Lottery Fund**