

**JOB DESCRIPTION**

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| **Job Title:** | **Deputy Programme Coordinator - Quality Assurance, Monitoring and Learning (QAM&L)**  |
| **Company:** | Self Help Africa |
| **Department:** | Programmes |
| **Location:** | Lilongwe |
| **Reports to:** | Programme Coordinator – Quality Assurance, Monitoring and Learning (QAM&L)  |
| **Salary:** |  |
| **Job Purpose:** | The Deputy Programme Coordinator – Quality Assurance, Monitoring and Learning (QAM&L) role will assist the Programme Coordinator – Quality Assurance, Monitoring and Learning (QAM&L) in the provision of technical support services in areas of quality programme design, implementation, monitoring, and evaluation, reporting and learning across the programme and Assist in the implementation of systems that will help ensure value for money in programme delivery.The Deputy Programme Coordinator – QAM&L will also be responsible for identification and building capacity of both SHA and partner organizations in programme design, implementation, monitoring, evaluation and reporting. She/he will ensure adherence to all quality standards in achievement of set project/programme objectives, developing best practices in programme design, implementation, monitoring and evaluations by engaging with SHA HQ and other SHA PCs across programme countries; managing the assigned project portfolio; support the proposal development processes; and contribute to the consolidation of programme reportsThis is a challenging role in order to ensure the Malawi Country Programme gets good, effective and efficient technical support for smooth implementation and quality delivery of programmes. |
| **Key Responsibilities:** | **Programme Quality Assurance and Monitoring** * Work with PC-QAM&L and HoP in programme design, proposal development and other fundraising initiatives towards the fulfilment of the Country Strategic Plan,
* Assist with the development and maintenance of high quality programme design/development, monitoring and reporting systems to support effective and efficient programme, progress monitoring, value for money, reporting and learning,
* Facilitate quality assurance processes across the country programme through developing and ensuring adherence to quality standards, value for money, ensuring compliance with contracts and donor requirements, promoting innovation and ensuring knowledge management,
* Coordinate monitoring, assessments, evaluations and other studies and support development of TORs and support procurement process, supervision of consultants and coordinate reporting,
* Support the implementation of country programme Results Based Management System ensuring that data and findings translate into learning that is embedded in programmes, leads to programme adaptations where necessary and contributes to institutional knowledge,
* In conjunction with the PC-QAM&L ensure and coordinate processes of collection/documentation of lessons learned best practices and successes from the country programme and dissemination for policy and practices change at local, national and international levels,
* Produce publications and other specific papers based on country programme’s programmatic learning that can be shared within the wider community,
* Ensure the highest stands of accountability through ensuring good communication and information sharing within and outside the programme and enabling staff, beneficiary and other stakeholder participation at all stages of the project cycle.
* Work closely with the PC – QAM&L as well as other programme Coordinators and Project Managers and implementing partners in the provision of technical support in different programmes aspects,
* Support the PC – QAM&L to manage the Malawi Country Programme’s internal and external reporting schedule, ensuring that the organization is meeting the highest standards of donor compliance.
* Work with PC – QAM&L to manage and lead the production and consolidation of donor and government reports and internal management reports (monthly, quarterly and annual), ensuring that programme teams and support teams are aware of their roles and responsibilities to meet requirements and have the necessary tools and resources to do so.
* Work on collation and analysis of M&E data (including through surveys, web statistics, interviews, case studies and reports) and analysis against outcomes to draw out learning and implications.

**Capacity Building*** Formulates and designs capacity building framework, guidelines, tools and monitoring system in consultation with the Head of Programmes, other Programme Coordinators and the M&E advisor based in the Head Quarters,
* Coordinate capacity building activities for project staff and partners to ensure effective and efficient management and delivery of the project activities with highest standards of programmatic quality,
* Conducts training needs assessment of project teams, and project implementing partners, and develop appropriate training designs,
* Conduct routine Organization Capacity Assessments (OCAs) across all projects and recommend appropriate capacity building programmes and activities,
* Work with other Programme Coordinators in developing appropriate operational plans in line with the country strategic plan,

 **Safety and Security*** Ensure all safety or security incidents (fires, vehicle accidents, theft, etc) are appropriately recorded and reported,
* Actively monitor field site safety and security and advise the HoP about new developments,
* Ensure regular communications are maintained among the field sites, and between the field and the country office

It is expected that the candidate will: * Carry out these accountabilities within the operating and process frameworks that apply to the whole Self Help Africa organization.
* Work together with all your key stakeholders: line and functional to ensure organizational objectives, mission and vision are met.
* Exemplify the Self Help Africa Standards of Integrity, Purpose & Values.
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| **Key Relationships:** | **Internal*** Programme Coordinator – Quality Assurance, Monitoring and Learning (QAM&L)
* Head of Programmes, Project Coordinators & other project staff,
* Self Help Africa Malawi Country Programme Staff and administrative

**External*** External stakeholders, government departments, banks, implementing partners
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| **Knowledge and Experience:** | * Must possess at least 5 years professional experience in programming with specific experience in programme monitoring, evaluation and research and reporting,
* Strong analytical and planning skills, and an understanding of a range of methods for monitoring, evaluation and assessment to promote evidence-based learning.
* Demonstrated ability to design, commission, and manage assessment methodologies and evaluations.
* Experience of cost benefit analysis, economic appraisal or other value for money methodologies.
* Excellent community skills, including community based planning, monitoring and evaluation
* Excellent interpersonal and communication skills and analytical/problem-solving abilities.
* Must be innovative and ready to adapt to new situations
* Good knowledge of Self Help Africa ethos, philosophy of work, core values.
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| **Qualifications/Other Requirements:** | **Essential:** * Minimum of a Degree in Social Sciences, Project Management/Monitoring Evaluation, Statistics or related fields,
* Must be well versed in Computer packages in Microsoft word, Power point, Excel, SPSS, ACCESS, EPI Info, email etc
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| **Role Competencies:** | * Hands-on skills in quantitative and qualitative research methods, monitoring and evaluation, log frames and capacity building of staff in M&E,
* 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.
* High level of integrity and high standards of personal conduct
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*This Job Description only serves as a guide for the position available and SHA reserves the right to make necessary changes.*

This Job Description has been read and clearly understood.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Self Help Africa is committed to equal employment opportunities**