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| **Job Title:** | **Development Facilitator – Plant Health Systems (MG2)** |
| **Company:** | Self Help Africa |
| **Department:** | Programmes |
| **Location:** | Karonga/Chitipa |
| **Reports to:** | Project Manager-Food and livelihoods |
| **Salary:** |  |
| **Job Purpose:** | The purpose of the development facilitator is to lead in the project activity planning, including budgeting and resources scheduling and lead in facilitation of activities on the ground, build relationships for effective delivery with local authorities and other service providers and to ensure that HIV/AIDS, gender and natural resource management issues are effectively mainstreamed in all activities and all other related matters in Chitipa.  The development facilitator will work with FOCUS – Chitipa office, the Chitipa District Agriculture Office, communities and local government structures in Chitipa in order to bring about tangible and significant increase in the crop yields through better management of pests and diseases. |
| **Key Responsibilities:** | * Work with the project team to develop plans and to ensure that activities are implemented according to the plans * Support AEDOs and AEDCs - plant doctors - to mobilize and organise plant clinics events * Collaborate with all MG2 stakeholders and project team at all times to ensure that there is excellent and coordinated implementation of activities in the targeted areas * Work with project partners and stakeholders including government and non-governmental extension workers in various sectors where relevant * Maintain regular supervision of all activities under the project. * Work with the Project Manager on the ground to ensure that project fulfils its monitoring and evaluation requirements regarding programme activities * Sensitise communities on the need of natural resources and environmental management * Write and submit to SHA Office reports on the activities carried out and expenditures incurred under the MG2 project * Identify and document best practices and Case studies * Utilise project resources effectively and responsibly * Carry out any other activity as assigned by the MG2 Project Manager from time to time * Work with SHA Programme Coordinators to ensure that Nutrition, HIV/AIDS, Gender, enterprise development and natural resource   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 key stakeholders: line and functional to ensure organizational objectives, mission and vision are met * Exemplify the Self Help Africa Standards of Integrity, Purpose & Values |
| **Key Relationships:** | **Internal**   * Project Managers, Project Coordinators & other project staff,   **External**   * FOCUS, Chitipa District Agriculture Office, Karonga District Assembly, other external stakeholders, government departments |
| **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 * 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/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 * Commitment to international and humanitarian NGO codes, standards and practices * High level of integrity and high standards of personal conduct |
| **Qualifications/Other Requirements:** | **Essential**   * Minimum of Diploma and in Rural/Community Development, agriculture and other relevant development area * Minimum of 5 years’ experience in managing rural development project including food and livelihoods or related projects, * A good understanding of project cycle management approaches and tools – including Participatory Vulnerability and Capacity Assessment and Planning, project appraisal, monitoring and evaluation and partners’ capacity building |
| **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. |

*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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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