

**JOB DESCRIPTION**

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| **Job Title:** | **Project Manager Agriculture and Livelihoods** |
| **Company:** | Self Help Africa |
| **Department:** | Programmes |
| **Location:** | Lilongwe |
| **Reports to:** | Head of Programmes |
| **Salary:** |  |
| **Job Purpose:** | The Project Manager - Agriculture and Livelihoods will be directly responsible for overall management of Food and Livelihoods Security Projects across the programme including; Plant Health Systems Support Project (MG2), the Farm Enterprise Development for Food and Economic Security Project (FEDFES) Projects in Lilongwe and Chitipa (MC4&MA4) and other complementary projects that may arise from time to time. The role will include but will not be limited to budgeting and resources scheduling, provide technical support to field staff and lead in facilitation of activities on the ground; build relationships for effective delivery with local authorities and other service providers; facilitate capacity building of communities to manage various project activities and; ensure that HIV/AIDS, and gender issues are effectively mainstreamed across the project. This is a challenging role within Self Help Africa Malawi Country Programme aiming at ensuring that the programme receives good, effective and efficient technical support for a smooth implementation. |
| **Key Responsibilities:** | **Project Management*** Overall management responsibility for effective and efficient management and delivery of Food and Livelihoods Security projects and other related support projects through annual planning, budgeting, reporting and day-to-day project operations consistent with project cycle management and the project’s goal with highest standards of programmatic quality
* Provide technical support and guidance to field technical staff, partners and communities around seed multiplication and other food security technical related issues
* Ensure that the project adopts best practices in integrated rural development, climate change and adaptation and takes up recommendations to ensure that lessons learned within the programmes are properly recorded and shared with other partners
* Coordinate processes for project monitoring, evaluation, documentation and sharing of lessons learned with district, development partners and other SHA stakeholders
* Provide regular reporting to the Head of Programmes as per reporting guidelines including preparation and consolidation of monthly, quarterly and annual projects 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 expenditures against budget, and preparation and submission of required project progress and financial reports on a regular basis
* Develop and maintain strong relationships within and outside SHA including with the Government of Malawi ministries and its departments, with research and learning institutions, with INGOs and local organisations, with private organisations, community leaders and relevant networks working in the district and with actors working in seed multiplication 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 Energy Saving
* Work with Programme Coordinators to ensure that Nutrition, HIV/AIDS, Gender, Enterprise Development and Natural Resource Management issues are effectively mainstreamed in all activities

**Safety and Security*** Ensure all SHA safety and security guidelines are followed and that all safety or security incidents (fires, motorbike accidents, theft, etc.) are appropriately recorded and reported
* Actively monitor field site safety and security and advise the Human Resources and Administration and Head of Programmes about new developments
* Ensure regular communications are maintained among the field sites, and between the field, the Project office and Country Office

**Logistics/Procurement/Assets Management*** Ensure efficient management of staff, financial and other resources including coaching and mentoring where necessary, financial management, logistics and transport management
* Ensure efficient use and management of all project resources including transport resources,
* Work with Human Resources and Administration Manager in procurement processes of project inputs through outlined procurement procedures,
* Ensure that project implementation meets donor compliance requirements,

**Human Resource Management*** Ensure good individual and team performance in support of project implementation through coaching, mentoring and regular meetings
* Facilitate effective teamwork, coordination and work planning among development facilitators, technical specialists, and administrative staff in support of project objectives
* Line manage project staff and conduct annual appraisals of staff, coaching and mentoring where necessary
* Facilitate a working environment of mutual trust, respect, and care among all staff
* Responsible for building the capacity of all project staff, enhancing their commitment, character, competence, and critical thinking. Work with them to develop and implement personal capacity building plans
* Promote on-going reflection and learning among staff
* Work with Human Resources and Administration Manager to maintain up-to-date job descriptions for project staff

**Representation*** Promote the organisation’s positive image through collaboration and networking at all levels
* Ensure that the projects collaborate and networks with other stakeholders such as the District Assemblies and other NGOs,
* In coordination with the Head of Programmes, represent SHA at district and national levels; to donors, local and national government authorities, other NGOs, and any other parties as required;

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.
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| **Key Relationships:** | **Internal*** Head of Programmes, Programme Coordinators, other Project Managers and programme staff,
* Finance and Administration Team,
* Self Help Africa Malawi Country Programme Senior Team,
* Project Implementation partners Consortium Partners

**External*** External stakeholders including government departments, district councils research institutes, banks, external auditors, donor auditors,
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| **Knowledge and Experience:** | * Minimum of 5 years’ experience in managing food and livelihood security projects including seed multiplication 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,
* 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.
* 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.
* Have a good working knowledge of institutional donors, particularly policies and funding modalities and rules,
* A mature self-starter, able to work independently, think critically and reflect and willing to take calculated risks to enable learning;
* Good communication skills, excellent people management and interpersonal skills preferably in an NGO;
* Understanding and experience of administration, human resources, finance, procurement and logistics systems,
* Strong skills in speaking and writing English with solid computer skills in Microsoft Word, Excel, power point and email,
* Proven ability to motivate, provide technical support and guidance to a diverse team of staff and partners with minimum direct supervision.
* Commitment to international and humanitarian NGO codes, standards and practices.
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| **Qualifications/Other Requirements:** | **Essential:** * Minimum of a Degree in Crop Science, Agronomy or Agriculture and related disciplines
* Strong computer skills especially with Ms Word and Excel and other related packages
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| **Role Competencies:** | * Considerable experience in budgeting/financial procedures, and writing management and financial reports to donors.
* 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**