** **

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | **District Project Coordinator** |
| **Company:** | Self Help Africa |
| **Department:** | Programmes |
| **Location:** | Karonga |
| **Reports to:** | District Programme Manager |
| **Job Purpose:** | BETTER is a five-year EU funded programme that aims at increasing resilience, food, nutrition and income security of smallholder farmers in 10 districts (Karonga, Chitipa, Mzimba, Kasungu, Nkhata-Bay, Nkhotakota, Salima, Chiradzulu, Thyolo and Mulanje) across the country. The programme will be implemented by five NGOs namely SHA Malawi (Lead), Action Aid, Plan, ADRA and EAM. The project has the following specific objectives:   1. To strengthen agricultural extension services through 13,400 FFS groups in order to secure effective and productive services for smallholder farmers in 10 KULIMA districts. 2. To increase the resilience of 402,000 smallholder farmers to adapt to adverse effects of climate change and improve food security in 78 EPAs in 10 KULIMA districts.   The District Project Coordinator will be responsible for the overall successful implementation of the BETTER Programme at district level. The District Project Coordinator will guide the planning, coordination and implementation of activities in alignment with the programme results. The Coordinator will also be responsible for the management of the project’s financial resources and the supervision of programme and administrative staff for the district of Chitipa. |
| **Key Responsibilities:** | * Overall management responsibility for effective and efficient management and delivery of the BETTER project through monthly, quarterly and annual planning; budgeting; reporting and day to day project operations consistent with project cycle management and the project goal with highest standards of programmatic quality. * Ensure that monitoring systems and tools are used by project staff to track project progress and capture learning. * Provide technical support and guidance to field technical staff, partners and communities around seed multiplication and other food security technical related issues. * Coordinate district level quarterly planning and review meetings for the project. * 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. * Provide regular reporting to the District Project Manager 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. * Develop and maintain strong relationships within and outside SHA including with the local Government ministries and departments relevant to key components of the project. * Assist District M&E Officer in the collection and analysis of adaptation and risk reduction data to help strengthen early warning systems in particularly in disaster prone areas. * Ensure high quality and timely monthly, quarterly and annual reports. * Perform any other duties assigned by the District Project Manager. |
| **Key Relationships:** | * **Reports to** District Project Manager * **Manages** Development Facilitators * **Collaborates with** PMU Programme Manager, PMU Resilience Technical Lead, PMU FFS Technical Lead, PMU Communication & Learning Specialist, PMU District M&E Officer, Self Help Africa Malawi staff, other implementing partners, government departments, district councils, banks, external auditors, donor and auditors. |
| **Essential Qualifications and Experience** | * A BSc in an Agriculture-related subject (crop production, livestock production, agricultural botany, agricultural engineering, agricultural economics). * Minimum 3 years’ experience in agricultural, livestock or NRM extension. * Minimum 3 years’ experience in managing food security and resilience projects. * 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 understanding of climate change related issues and how they impact on the smallholder farmer and the nation at large. * Understanding of gender issues in agriculture and previous experience of delivering gender training in agriculture projects. * Good knowledge and understanding of key aspects of development work; including food, nutrition agricultural marketing and value chains and livelihood security, 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. * High level of integrity and high standards of personal conduct and Commitment to international and humanitarian NGO codes, standards and practices. * 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. * Strong skills in speaking and writing English with solid computer skills in Microsoft Word, Excel, power point and email. * Basic data analysis skills using Excel. |
| **Desirable Qualifications and Experience** | * An MSc in an Agriculture-related subject. * An additional qualification in Agricultural Extension and Training. * Additional qualification in project management. * Registered FFS Trainer (Registered with the FFF). * Crop protection experience or qualification, with an understanding of the current knowledge of the biology, impact and control of Fall Army Worm. |
| **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. |

**    **