

**Better Extension Training Transforming Economic Returns**

**(BETTER)**

Self Help Africa (SHA) is an international NGO dedicated to the vision of an economically thriving and resilient rural Africa. We have 50 years of experience working with smallholder farmers, farmer associations, cooperatives and agribusinesses across Africa to help farmers grow and sell more food, improve diets, diversify incomes and make their livelihoods more sustainable and resilient to external shocks. We also work to build awareness of issues affecting smallholders and represent their interests at policy and institutional level. Our sectors of expertise include, Food and nutrition security, Sustainable rural livelihoods, Access to finance, Farming as a business, Value chain development, Climate resilience, Natural resource management, Water and Sanitation and Policy influencing. SHA has been operating in Malawi since 1994.

Self Help Africa as lead agency, in collaboration with Action Aid, Evangelical Association of Malawi, Plan International and ADRA, with funding from the European Union, will be implementing a programme called BETTER. BETTER with a total funding of €14.6 million with EU contributing €13.96 million is a five year programme that aims at increasing the resilience, food, nutrition and income security of 402,000 smallholder farmers in the 10 districts of Karonga, Chitipa, Mzimba, Kasungu, Nkhata-Bay, Nkhotakota, Salima, Chiradzulu, Thyolo and Mulanje. BETTER is part of the KULIMA (Kutukula Ulimi m’Malawi) Programme. KULIMA Programme with an estimated cost of €111 000 000, is funded by the EU contributing €100 ,000 ,000, and co-financed by Food and Agriculture Organization of the United Nations (FAO) and German Cooperation. The BETTER programme has the following specific objectives; 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; to increase the absorptive/anticipatory, adaptive and transformative capacities of 402,000 smallholder farmers to adapt to adverse effects of climate change and improve food security in 78 EPAs in 10 KULIMA districts; to improve food security for 402,000 farmers through effective livelihood diversification and technology transfer.

Subject to contract signing, Self Help Africa would like to recruit the following positions for the Programme Management Unit (PMU) based in Lilongwe and for the district implementing team in Karonga and Chitipa:

1. **PMU PROGRAMME MANAGER (based in Lilongwe)**

The Programme Manager will be the technical and operational head of the Programme Management Unit (PMU) for the Better Extension Training Transforming Economic Returns (BETTER) Programme. S/He will ensure the successful implementation of the European Union funded BETTER Programme through managing effective partnerships with the implementing organisations. The Manager will provide leadership, financial and technical oversight and direct management of all activities related to the programme.

1. **PMU LEARNING AND COMMUNICATION SPECIALIST (based in Lilongwe)**

The Learning & Communication Specialist will contribute to the advancement of the Programme’s work by supporting knowledge management and information exchange among PMU and field-based staff; external and internal communications and reporting; and general program quality support services. The Specialist will work with technical and administrative staff to ensure that information developed by the implementing partners is shared and transformed into readily available knowledge that supports effective decision-making. The Specialist will develop a learning & communication strategy in consultation with the PMU Team to bring together the people, processes and technology needed to ensure that the right information is available at the right time to the right people for project success.

1. **PMU FARMER FIELD SCHOOL TECHNICAL LEAD (based in Lilongwe)**

The FFS Technical Lead will be responsible for ensuring successful use of the Farmer Field School Approach in the implementation of climate change adaption and resilience initiatives among the smallholder farmers in all the targeted districts. This will include among others ensuring that strong and functioning Farmer Field Schools are established across the districts.

1. **PMU RESILIENCE TECHNICAL LEAD (based in Lilongwe)**

The Resilience Technical Lead will be responsible for ensuring successful implementation of climate change adaption initiatives among the Farmer Field Schools and in the 10 implementing districts. The Resilience Technical Lead will directly work with district teams from government and programme to ensure quality implementation of resilience interventions across all the Farmer Field Schools which will be formed by the project.

1. **PMU MONITORING & EVALUATION OFFICER (based in Lilongwe)**

The Monitoring and Evaluation Officer will lead on all data collection, analysis, and learning activities to help ensure effectiveness, efficiency and accountability in the implementation of the BETTER project. The M&E Officer will work closely with the Programme teams to assess field conditions, support capacity building initiatives and facilitate the collection of quality data. The PMU M&E will review and prepare monthly, quarterly and annual programme implementation reports, documentation and dissemination of best practices and lessons across the programme.

1. **PMU FINANCE MANAGER (based in Lilongwe)**

The PMU Finance Manager will be directly responsible for the financial management of the BETTER Programme. They will establish and maintain financial and management procedures. They will monitor accounting and internal control systems, maintain financial records, prepare financial statements, budgets and management reports. They will ensure compliance with SHA Malawi finance policies and ensure the finance function is in line with EU donor and other regulatory requirements.

1. **PMU GRANTS COMPLIANCE OFFICER (based in Lilongwe)**

The PMU Grants & Compliance Officer will monitor the performance of all financial and operational functions within the KULIMA BETTER consortium partners. The position holder will ensure that all staff and consortium partner are well versed in EU and Consortium’s policies and procedures and are adhering to such standards.

1. **INTERNAL AUDIT MANAGER (based in Lilongwe)**

The Internal Audit Manager will be responsible for designing and maintaining an internal audit function for the BETTER Programme. This will ensure an internal quality control system that s provides operational and financial integrity based on: the EU’s operational guidelines, International Standards on Auditing and the financial and administrative policies and procedures of the BETTER Programme consortium partners. The Internal Audit Manager will maintain and review processes for continuous assessment of financial and operational systems and their constant improvement, with a view to ensuring transparency and accountability for all Programme activities and reducing identified risks.

1. **DISTRICT PROJECT MANAGER (based in Karonga)**

The District Project Manager will be responsible for the overall successful implementation of the BETTER Project for the districts of Karonga and Chitipa. The Manager will be responsible for providing technical and operational guidance/leadership for the project team to ensure the successful implementation of the project.

1. **DISTRICT PROJECT COORDINATOR (based in Chitipa)**

The District Project Coordinator will be responsible for the overall successful implementation of the BETTER Project at district level. The Coordinator will guide the Planning, Coordination and implementation of the project’s activities in alignment with the programme results in the district. The Coordinator will also be responsible for the management of financial resources for the project to ensure value for money.

1. **DISTRICT MONITORING & EVALUATION OFFICER (based in Karonga)**

The District Monitoring and Evaluation Officer will be responsible for all data collection, analysis, and learning activities in Karonga and Chitipa districts in order to ensure effectiveness, efficiency and accountability in implementation of the BETTER project. The District Monitoring and Evaluation Officer will work closely the District Project Manager, District Project Coordinator and Development Facilitators to assess field conditions, support capacity building initiatives, and facilitate the collection of quality data.

1. **DEVELOPMENT FACILITATORS (based in Karonga/Chitipa)**

The Development Facilitator for the BETTER Programme will be responsible for the community mobilization, delivery of and reporting on project activities. The Development will directly work with targeted communities in Chitipa and Karonga districts to facilitate the identification, establishment, running and graduation of the FFS.

1. **DISTRICT FINANCE & ADMINISTRATION OFFICER (based in Karonga)**

The main purpose of this role will be to assist in maintaining financial records by preparing financial reports and statements, reconciling accounts and processing journal entries and vouchers. The Finance & Administration Officer will also be responsible for all administrative, office management, personnel, procurement and payment for the project implementation in the Districts.

1. **PROJECT DRIVERS (based in Lilongwe/Karonga)**

The Project Driver will provide driving services to project staff. The driver will be responsible for the transportation of project materials and equipment as instructed by the Supervisor.

**APPLICATION PROCESS**

Please submit a completed application form, which can be downloaded at https://selfhelpafrica.org/uk/category/careers/ where the detailed job descriptions can also be found.

Completed application forms, a motivation letter, and an updated curriculum, for vacancies 1-9 should be submitted to programmes.malawi@selfhelpafrica.org and for vacancies 10-14 completed applications should be submitted finance.malawi@selfhelpafrica.org

Qualified female applicants are encouraged to apply. The consortium welcomes applicants from all faiths.

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

**    **