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**JOB DESCRIPTION**

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| **Job Title:** | **PMU Programme Manager** |
| **Company:** | Self Help Africa |
| **Department:** | Programmes |
| **Location:** | Lilongwe |
| **Reports to:** | Head of Programmes |
| **Job Purpose:** | 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.  BETTER is a five-year EU funded programme that aims at increasing the 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 Programme Manager will be responsible for ensuring successful implementation of the BETTER Programme through managing effective partnerships with the implementing organisations. The Programme Manager will be responsible for providing leadership, technical oversight and ensuring direct management of all activities related to the programme.  This is a challenging role within Self Help Africa-Malawi for a highly committed and results-orientated person with excellent organisational and communication skills, as well as enthusiasm and initiative to lead. |
| **Key Responsibilities:** | * Provide leadership and management of all aspects of the programme cycle: design, planning, implementation, quality and accountability, monitoring and evaluation. * Work in close liaison with implementing partners and other stakeholders including SHA programme staff to coordinate coherent and consistent delivery of the programme objectives. * Compile periodic programme reports as required by the donor and SHA. * Ensure effective integration of core technical areas – Nutrition, Social Inclusion, Enterprise Development, Agriculture and Natural Resource Management, in all aspects of the Farmers Field Schools. * In close collaboration with FAO, advise on technical aspects of Farmer Field School implementation in the programme as required. * Provide technical input for the implementation of the programme including in the preparation of work plans, strategies, training materials, guidelines and manuals. * Assess the partners for technical training and capacity building needs and carry out in-house training, as well as arranging external training where required. * Represent SHA at government, donor, NGO and other relevant events in close coordination with the Head of Programmes and ensure that the learning on the Farmers Field Schools across the country is captured and disseminated. * Facilitate effective communication between SHA and the district project coordinators for effective programme management. * Ensure compliance by SHA and partners with contract requirements in planning, financial management, procurement, monitoring and reporting, and facilitate further training where necessary. * Act as the focal point with SHA country office to ensure all programming, financial and administrative matters related to the programme are transparently, expediently and effectively managed, in line with established processes, rules and regulations. * In close collaboration with the Head of Programmes and Head of Finance, manage the programme budget, including tracking of financial and material resources using established budget management tools and systems. * Approve programme expenditure, budget adjustments, and cost modification requests to donors. * Create and maintain systems ensuring effective and transparent use of financial resources for timely reporting in line with EU and SHA policies and procedures. * Ensure accurate and timely reporting of programme finances and progress status; review actual financial performance against the budget; and explain variances on a regular basis. * Ensure the programme has sufficient systems in place to meet programme management standards and comply with donor regulations and good practice. * Oversee programme’s monitoring and evaluation system, using data analysis as the basis for measuring performance; and ensuring that relevant and up to date data for the Programme is uploaded on the website. * In conjunction with the Communication and Learning Specialist and M&E Coordinator, facilitate monitoring and learning by ensuring that effective mechanisms are in place to monitor activities and outputs and assessments for programme quality and impact and ensure programme implementation is on time, target and budget. * In collaboration with the Communication and Learning Specialist, district coordinators and M&E Officers, provide guidance and technical oversight to implementing partners ensure that best practices for the FFS are documented and disseminated; and ensure that M&E learning is incorporated into evolving programme plans. * Collaborate with country and head office technical staff to identify and implement appropriate solutions using information technology (ICT4D) to improve programme implementation, timeliness, and quality of M&E. * In collaboration with Head of Programmes, oversee programme communication strategies, including compliance with donor’s branding and marketing requirements, as well as SHA marketing and communication procedures. * Monitor external context and carry out adjustments to programme plans, where necessary. * Mainstream gender into the design and implementation of BETTER to increase equity and participation of women in the programme across the 10 districts. * Conduct periodic reviews of staff performance in keeping with SHA’ performance management system and mentor staff to ensure high levels of motivation, commitment, capacity, and teamwork. * Ensure all SHA safety and security guidelines are followed and that all safety or security incidents (fires, accidents, theft, etc.) are recorded and reported. * Ensure efficient use and management of project resources including transport. * Ensure that donor guidelines are adhered to. * Facilitate effective teamwork, coordination and work planning among the implementing partners. * Facilitate a working environment of mutual trust, respect, and care among all staff. * Perform any other duties assigned by the SHA Head of Programmes. |
| **Key Relationships:** | * **Reports to** Head of Programmes (with CD oversight) * **Manages** PMU Resilience Technical Lead, PMU FFS Technical Lead, PMU Communication & Learning Specialist, District Project Managers, PMU M&E Officer, PMU Finance Manager and Grants & Compliance Officer. * **Collaborates with** Self Help Africa Malawi Staff, Consortium Partners, FAO, GIZ, EU, Programme Support Coordinator and Technical Advisors at Head Office, Partner District Project Coordinators/Project Managers and District Agriculture Offices in the 10 BETTER districts. |
| **Essential Qualifications and Experience** | * A BSc in an Agriculture-related subject (crop production, livestock production, agricultural botany, agricultural engineering, agricultural economics) (drop development studies). * At least 8 years’ experience in Agricultural, livestock or natural resources Extension. * Previous experience of the Farmer Field School methodologies. * Up to date knowledge of new approaches in extension and current research on extension. * Up to date knowledge of climate change issues in Malawi and field experience of CSA approaches. * Understanding of gender issues in agriculture and previous experience of delivering gender training in agriculture projects. |
| **Desirable Qualifications and Experience** | * An MSc in an Agriculture-related subject. * An additional qualification in Agricultural Extension and Training. * Registered FFS Trainer (Registered with the FFF). * An additional qualification or training in Project Management |
| **Role Competencies:** | * Excellent communication skills. * Ability to work with minimum supervision and to work under pressure and on own initiative. * Ability to work as part of team across different cultures. * Ability to solve problems and take corrective action. * Excellent verbal, analytical, organisational and written skills. * People management skills. * Proactive and motivated with a strong commitment to Self Help Africa’s vision, mission and values. * Attention to detail and the ability to produce timely and accurate reports. * Ability to work as part of team across different cultures. |

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