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**JOB DESCRIPTION**

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| **Job Title:** | **Chief of Party/Programme Manager (CoP/PM)** |
| **Company:** | Self Help Africa |
| **Department:** | Programmes |
| **Location:** | Lilongwe |
| **Reports to:** | Country Director |
| **Job Purpose:** | The CoP/PM will be responsible for the successful delivery of 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, with a budget of €14.6 million, will be implemented by five NGOs, namely SHA Malawi (Lead), Action Aid, Plan, ADRA and EAM. The programme has the following specific objectives:   1. To strengthen agricultural extension services through 13,400 Farmers Field School groups 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 the adverse effects of climate change and improve food security in 78 EPAs in 10 KULIMA districts.   The CoP/PM will be responsible for ensuring implementation of the BETTER Programme key to which is the successful management of the consortium of implementing NGOs. The CoP/PM will provide leadership, technical oversight and management of all activities related to the programme. Essential is the ability to construct a multi-disciplinary team across a number of locations.  This is a challenging role within Self Help Africa Malawi for an able, experienced, highly committed and results-orientated individual with a track record of managing complex programmes of scale and managing a variety of diverse stakeholders. |
| **Key Responsibilities:** | **Programme management**   * Provide leadership and management of all aspects of the programme cycle: design, planning, implementation, quality, accountability, finance, monitoring and evaluation. * Work closely with implementing partners and other stakeholders to coordinate coherent and consistent delivery of the programme objectives. * Organise and agree a schedule of regular meetings for donors and stakeholders. * Build a team capable of delivering on the objectives of the programme. * Monitor external context and carry out adjustments to programme plans, where necessary.   **Technical**   * Construct strong technical team. * 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. * Ensure strong quality technical input for the implementation of the programme including in the preparation of work plans, strategies, training materials, guidelines and manuals. * Assess partners’ technical training and capacity building needs and carry out in-house training, as well as arranging external training where required.   **Representation**   * Represent SHA at government, donor, NGO and relevant fora in close coordination with the Country Director and Head of Programmes * Ensure that the learning on the Farmers Field Schools is captured and disseminated.   **Communication**   * Agree and deliver on means of communication to stakeholders. * Facilitate effective communication between SHA and the district project coordinators for effective programme management. * Ensure that results and learnings are disseminated to wider audiences as appropriate. * In collaboration with Head of Programmes, oversee programme communication strategies, including compliance with donors’ branding and marketing requirements, as well as SHA’s marketing and communication procedures.   **Reporting**   * Comprehensive narrative and financial reporting as required for the EU, stakeholders and SHA. * 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. * Agree on appropriate KPIs that will match programme objectives and report on same.   **Compliance, Systems & Finance**   * Ensure compliance by SHA and partners with contract and legislative requirements in planning, financial management, procurement, monitoring and reporting, and facilitate further training where necessary. * Act as the focal point with SHA’s 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 the programme has sufficient systems in place to meet programme management standards and comply with donor regulations and good practice. * Ensure efficient use and management of project resources including transport. * Ensure that donor guidelines are adhered to. * Ensure all SHA safety and security guidelines are followed and that all safety or security incidents (fires, accidents, theft, etc.) are recorded and reported.   **Monitoring & Evaluation, Learning**   * 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 ensuring 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.   **Other Requirements**   * Mainstream gender into the design and implementation of BETTER to increase equity and participation of women in the programme. * Conduct periodic reviews of staff performance in keeping with SHA’s performance management system and mentor staff to ensure high levels of motivation, commitment, capacity, and teamwork. * Facilitate a working environment of mutual trust, respect, and care among all staff. * Perform any other duties assigned by the Country Director and/or Head of Programmes. |
| **Key Relationships:** | * **Reports to** Country Director * **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, Programmes Director, 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** | * Master’s degree in agriculture, international development, business, economics, or related field of study or equivalent work experience. * At least 8 years’ experience in agricultural, livestock or natural resources extension. * Consortium management in an international setting. * Management of large scale, multi stakeholder programmes. * Strong understanding and practical experience of finance, compliance and systems. * Strong understanding and/or previous experience of the Farmer Field School methodologies and knowledge of new approaches in extension and current research on extension. * 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** | * Qualification in Agricultural Extension and Training. * Registered FFS Trainer (Registered with the FFF). * 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 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. |

**Local and regional candidates strongly encouraged to apply.**

**This is an unaccompanied post.**

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