



## JOB DESCRIPTION

<b>Job Title:</b>	<b>District Project Manager</b>
<b>Company:</b>	Self Help Africa
<b>Department:</b>	Programmes
<b>Location:</b>	Karonga
<b>Reports to:</b>	Food Security and Livelihoods Programme Manager (DCOP)
<b>Job Purpose:</b>	<p>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:</p> <ol style="list-style-type: none"><li>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.</li><li>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.</li></ol> <p>The District Project Manager will be responsible for the overall successful implementation of the BETTER Programme for the districts of Karonga and Chitipa. The Manager will be responsible for providing technical and operational guidance for the project team to ensure the successful implementation of the project. The Manager will lead in the planning, coordination and implementation of activities in accordance with the implementation plan and annual work-plans. The District Project Manager will also be responsible for the management of financial resources for the project and the supervision of programme and administrative staff for the two districts of Karonga and Chitipa.</p>
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"><li>• Provide leadership and management of all aspects of the programme cycle: design, planning, implementation, quality and accountability, monitoring and evaluation.</li><li>• Overall management responsibility for effective and efficient management and delivery of the BETTER project 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.</li><li>• Provide technical support and guidance to all field technical staff and partners and around FFS, agriculture, gender, natural resource management,</li></ul>

	<p>policy advocacy, livelihood resilience, agricultural marketing, sustainable agriculture and other technical issues.</p> <ul style="list-style-type: none"> <li>• Ensure that evidence-based project implementation systems at community and district level are developed and managed and influence policy and practice on the Farmer Field Schools.</li> <li>• Provide regular reporting to the PMU Programme Manager and Head of Programmes as per guidelines provided including preparation and consolidation of project monthly, quarterly and annual reports.</li> <li>• Ensure that the project adopts best practice in integrated rural development, natural resource management, climate change, agricultural marketing and adaptation and takes up recommendations to ensure that lessons learned within the programme are properly recorded and shared with other partners.</li> <li>• Ensure monitoring system and tools are developed and used by project staff to track project progress, and capture learning within the context of the FFS.</li> <li>• Coordinate processes for project evaluation, document and share lessons learned with district, development partners and other SHA stakeholders</li> <li>• Track the project implementation plan and carry out adjustments to project plans and management on an on-going basis in light of changing context, resources, and opportunities.</li> <li>• Monitor project expenditure against budget, and preparation and submission of required project progress and financial reports on a regular basis to the PMU.</li> <li>• Develop and implement project plans together with project staff, technical specialists and stakeholders to ensure effective project implementation.</li> <li>• Develop and maintain strong relationships within and outside SHA including with EU, FAO, GIZ Government of Malawi ministries and departments including the research and learning institution, project partners, INGOs and local organisations, private organisations, community leaders and relevant networks working in the district and including those working within the wider agriculture sector in Karonga and Chitipa districts.</li> <li>• Work with technical advisors to ensure that Nutrition, HIV/AIDS, Gender, enterprise development and natural resource management issues are effectively mainstreamed in all FFS activities.</li> <li>• Ensure that EU donor guidelines are adhered to particularly with regards to procurement and other financial processes.</li> <li>• Perform any other duties assigned by the PMU Programme Manager.</li> </ul>
<b>Key Relationships:</b>	<ul style="list-style-type: none"> <li>• <b>Reports to</b> Food Security &amp; Livelihoods Programme Manager</li> <li>• <b>Manages</b> District Project Coordinator, Finance and Administration Officer, Development Facilitators and District M&amp;E Officer.</li> <li>• <b><u>Collaborates with</u></b> PMU Programme Manager, PMU Resilience Technical Lead, PMU FFS Technical Lead, PMU Communication &amp; Learning Specialist, Self Help Africa Staff, Programme Support Coordinator and Technical Advisors at Head Office, Consortium Partners, Government departments, district councils, external auditors, donor auditors, DADOs for Karonga and Chitipa</li> </ul>

<b>Essential Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• A BSc in an Agriculture-related subject (crop production, livestock production, agricultural botany, agricultural engineering, agricultural economics.</li> <li>• At least 5 years' experience in Agricultural, livestock or natural resources management and Extension.</li> <li>• Previous experience of the Farmer Field School methodologies.</li> <li>• Up to date knowledge of climate change issues in Malawi and field experience of CSA approaches</li> <li>• Up to date knowledge of new approaches in extension and current research.</li> </ul>
<b>Desirable Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• An MSc in an Agriculture-related subject.</li> <li>• An additional qualification in Agricultural Extension and Training.</li> <li>• Prior knowledge of Farmer Field School Approach</li> </ul>
<b>Role Competencies:</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills.</li> <li>• Ability to work as part of team across different cultures.</li> <li>• Ability to work with minimum supervision and take initiative.</li> <li>• Ability to solve problems and take corrective action.</li> </ul>



**EVANGELICAL ASSOCIATION OF MALAWI**  
I pray that they will all be one » John 17:21

