



VACANCIES

The Adventist Development Relief Agency (ADRA) is a relief and developmental arm of the Seventh Day Adventist Church which works with people in poverty and distress to create just and positive change through empowering partnerships and responsible action.

ADRA Malawi in collaboration with Self Help Africa, Action Aid, Evangelical Association of Malawi and Plan International, with funding from the European Union, will be implementing a programme called 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, Nkhota-Kota, Salima, Chiradzulu, Thyolo and Mulanje. BETTER is part of the KULIMA (Kutukula Ulimi mMalawi) Programme. KULIMA Programme with an estimated cost of €111 000 000, is funded by the EU contributing €100 ,000 ,000, and with joint 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.

ADRA Malawi is inviting applications to fill the following vacant positions for the district implementing team in **Thyolo** and **Mulanje**.

PROJECT MANAGER (1)

The purpose of the post

Tenable in **Mulanje**. The Project Manager will be responsible for the overall successful implementation of the BETTER Programme for the districts of Thyolo and Mulanje. The Manager will be responsible for providing technical and operational guidance for the project team to ensure the successful implementation of the project. The coordinator will lead in the Planning, Coordination and implementation of activities in accordance with the implementation plan and annual work-plans. The 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 Thyolo and Mulanje.

Specific duties and responsibilities

These will include but not limited to:

- Provide leadership and management of all aspects of the programme cycle: design, planning, implementation, quality and accountability, monitoring and evaluation.

- 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.
- Provide technical support and guidance to all field technical staff and partners and around FFS, agriculture, gender, natural resource management, policy advocacy, livelihood resilience, agricultural marketing, sustainable agriculture and other technical issues.
- 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.
- Provide regular reporting to the Programme Director per guidelines including preparation and consolidation of project monthly, quarterly and annual reports.
- 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.
- 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.
- Coordinate processes for project evaluation, document and share lessons learned with district, development partners and other ADRA Malawi stakeholders.
- 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.
- Monitor project expenditure against budget, and preparation and submission of required project progress and financial reports on a regular basis to the PMU.
- Develop and implement project plans together with project staff, technical specialists and stakeholders to ensure effective project implementation.
- Develop and maintain strong relationships within and outside ADRA Malawi 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 Mulanje and Thyolo districts.
- 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
Ensure that EU donor guidelines are adhered to particularly in regards to procurement and other financial processes.

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 5 years' experience in Agricultural, livestock or natural resources Extension.
- Previous experience of the Farmer Field School methodologies.

- Up to date knowledge of climate change issues in Malawi and field experience of CSA approaches
- Up to date knowledge of new approaches in extension and current research.

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.

DISTRICT MONITORING AND EVALUATION OFFICER (1)

The purpose of the post

Tenable in **Thyolo**. The District Monitoring and Evaluation Officer will be responsible for all data collection, analysis, and learning activities in Thyolo and Mulanje districts to ensure effectiveness, efficiency and accountability in implementation of the BETTER project.

Specific duties and responsibilities

The district M&E officer is responsible for leading and overseeing all M&E activities at district level to ensure that accurate and timely data is collected and analyzed to inform project performance. The main tasks are:

- Lead in conducting assessments to track progress on project indicators and ensure quality of the data by performing verifications and validations; and analyze and discuss findings based on regular monitoring data.
- Conduct regular visits to project sites to carry out process monitoring as well as gather feedback from the beneficiary community about progress of implementation of the project
- Support the M&E Manager and PMU M&E officer in supervising external consultants conducting evaluation studies (baseline, mid-term, and end-line surveys)
- Organizing and coordinating knowledge sharing and best practices dissemination workshops at district level.
- Support the Project Manager in preparation of high quality monthly, quarterly and annual reports for submission to the PIU.
- Support the implementation of a Programme Results Based Management System and ensuring that data and findings translate into learning that is embedded in the programme, leads to adaptations where necessary and contributes to institutional knowledge,
- In conjunction with the Project Manager and M&E Manager ensure and coordinate processes of collection/documentation of lessons learnt, best practices and success stories from districts and dissemination for policy and practices change at community and district levels.

- Support the production of publications and other specific papers based on programmatic learning that can be shared within the wider community
- Ensure the highest stands of accountability through ensuring good communication and information sharing within and outside the district and enabling staff, beneficiary and other stakeholder participation at all stages of the project.
- In conjunction with the M&E Manager and Project Manager, formulate and design capacity building framework, guidelines, tools for staff, partners and beneficiaries.
- Coordinate capacity building activities for project staff and partners to ensure effective and efficient management and delivery of the project activities with highest standards of programmatic quality. Conduct training needs assessment of project teams, and project implementing partners, and develop appropriate training designs.

Essential Qualifications and experience

- Minimum of a Degree in Social Sciences, Project Management/Monitoring Evaluation, Statistics or other related fields.
- Good working knowledge of data analysis packages such as SPSS, STATA, Excel
Good knowledge of Ms Office.
- Must possess at least 5 years professional experience in Monitoring and Evaluation with practical experience in the use of modern data collection methods as well as facilitation of trainings for project staff in M&E.
- Strong analytical and planning skills and an understanding of a range of methods for monitoring, evaluation and assessment to promote evidence-based learning.
- Demonstrated ability to design, commission, and manage assessment methodologies and evaluations.
- Experience designing and coordinating surveys
- Excellent interpersonal and communication skills and analytical/problem-solving abilities.
- Must be innovative and ready to adapt to new situations

Role Competencies

- Hands-on skills in quantitative and qualitative research methods, monitoring and evaluation, log frames and capacity building of staff in M&E,
- 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.

DEVELOPMENT FACILITATORS (6)

The purpose of the post

Tenable in Mulanje (3) and Thyolo (3). The Development Facilitators will be the key personnel in the delivery of the different project interventions at community level. They will be responsible for the community mobilization, delivery of different project activities and responsible for producing weekly, monthly and quarterly reports for the different community activities.

The Development Facilitator for the BETTER project, will directly work with targeted communities in Thyolo and Mulanje districts to facilitate the identification, establishment, running, and graduation of the FFS.

Specific duties and responsibilities

- Responsible for facilitating the identification, formation and running of the farmer field schools in the targeted districts in close collaboration with the CBF and MT.
- Ensure that the FFS are identified and formed within a homogenous agro-ecological area to ensure that targeted farmers benefit from the information and technologies disseminated through the FFS.
- Work closely with the Community Based Facilitators and Master Trainers in the development of curricula for the farmer field schools.
- Work closely with the district coordinators, Master Trainers and Community Based Facilitators to ensure that the technical and operational aspects of the FFS are uniform across the district.
- Work with district and EPA staff to organise field days and other publicity forums to ensure that non-participants of the FFS appreciate the uptake and performance of different technologies.
- Ensure that issues of gender, climate change, social inclusion, nutrition and sustainability are incorporated in the running of the FFS.
- Identify problem areas in the field concerning the methodology and come up with useful solutions for the project.
- Compile and submit activity, weekly, monthly, quarterly, biannual reports and annual reports on activities under the BETTER programme for submission to the district coordinator
- Identify and document best practices and Case studies for sharing and learning with other consortium partners.
- Participate together with other staff in regular planning, review, and coordination of project activities and make adjustments where necessary.
- Work closely with local leadership and entire communities to initiate project activities and establish work targets and ensure these targets are achieved.
- Resolve technical and operational day-to-day problems faced by targeted FFS.
- Facilitate assessment, monitoring and evaluation in the field sites in accordance with project benchmarks and indicators.
- Ensure that the project adopts best practice in integrated rural development, climate change and adaptation and takes up recommendations to ensure that lessons learned within the project are properly recorded and shared with other partners including communities.

- Coordinate processes for project evaluation. Share lessons learnt with communities, development partners and other stakeholders
- Develop and implement a plan together with communities and other stakeholders to ensure effective project implementation.
- Ensure that all project data is properly documented and stored
- Manage and control project resources effectively and responsibly.

Essential Qualifications and experience

- Diploma in Rural/Community Development or Agriculture
- Minimum of 4 years' experience in managing rural development project including food and livelihoods or related projects.
- Minimum 3 years working in agricultural extension.
- A high level of understanding of project cycle management approaches, project appraisal, monitoring and evaluation and partners' capacity building.
- Experience in budgeting and development of monthly work-plans.
- Experience in writing activity, weekly, monthly and quarterly reports on different programme activities.
- Experience in M&E including capturing of key programme data on indicators, supporting periodic assessments and populating the indicator performance tracking tables and other M&E tools.
- Good knowledge and understanding of key aspects of development work; including food, nutrition and livelihood security, cross-cutting themes (e.g. gender, environment, HIV/AIDS), 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.
- Commitment to international and humanitarian NGO codes, standards and practices.
- High level of integrity and high standards of personal conduct.
- Previous experience of delivering gender training in agriculture projects.

Role Competencies

- Good 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.
- Ability to work in rural community in implementing programmes

ACCOUNTANT (1)

The purpose of the post

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 incumbent will also be directly responsible for all administrative, office management, personnel, purchasing and procurement Logistics and processing of all project support needs.

Specific duties and responsibilities

Financial Management

- Play a crucial role in supporting Finance Manager, Head of Finance and Administration, and Project Manager in preparation of annual operating budgets and plans as well as provision of financial and administrative support services to the project office.
- Prepare project cash flow forecasts and fund requests in line with activity plans to Malawi Country Office on time and ensure that all funds received for the office are promptly deposited.
- Maintain timely reconciliation of cash and travel advances for staff and prepare bank reconciliations for the project account on monthly basis.
- Receive approved funding requests, ensure that all OQRFs (requisitions) are approved and processed on time, prepare payment vouchers and all other journals i.e. deposit and general journals; ensure they are captured from time to time in the accounting system and ensure that all payments are made in line with accepted procedures, manage banking, petty cash and bank reconciliation.
- Manage office and project supplies and procurements including quotations, analysis and storage management.
- Ensure adherence to ADRA Malawi's logistics\finance and administration systems and procedures;
- Ensure that all floats are reconciled with valid documentation within stipulated period.
- Ensure that inventory records, requests and deliveries are appropriately processed and maintained.
- Maintain an up-to-date asset register for the project and ensure efficient management of stores including receiving and issuing goods/consumables and assets to staff.

- Maintain and update the fixed asset register from time to time including office hygiene, security and ensuring that assets are properly insured.
- Responsible for management of vehicles in terms of allocations, timely services, insurance, road taxes, vehicle accessories, cleanliness of vehicles and checking logbook records of vehicles and advising Project Manager from time to time on the appropriate actions to be taken.
- Prepare periodic (monthly, quarterly and annual) financial reports for project office to the Senior Finance Manager for review and further consolidation into monthly, quarterly and annual reports to Donors,
- Assist in preparation of audit exercise for the project (internal and external audits).
- Undertake proper filling of finance and office documentation including vouchers and ensure safe keeping at all times.

- Perform any other assigned duties by the supervisor.

Essential Qualifications and experience

- Minimum of Diploma in Accounting,
- Strong computer skills especially with Ms Word and Excel and other related packages,
- Experience working in I/NGOs
- Minimum of 5 years' experience working in accounting and administration field in an INGO
- Strong understanding of and practical experience in Accounting and administration,
- Able to work well with staff and partners at different levels,
- Proven problem solving and organizational skills, flexibility and calm under pressure
- Excellent English language skills. A good communicator, with proven experience in reporting,
- Ability to work in a team; able to live and work closely with a diverse team with minimum direct supervision.

DRIVERS (2)

The purpose of the post

Tenable in **Mulanje and Thyolo**. Driving ADRA's vehicles to ferry staff and carry out authorized activities for the organization. Ensuring that the vehicle is taken proper care of and has current Road Traffic department documentation.

Specific duties and responsibilities

1. Drives project vehicle for the transportation of staff and other authorized personnel on official duties, as directed.
2. Delivers and collects pouches, mail, documents and other items, as requested.
3. Responsible for the day-to-day maintenance of the assigned vehicle, checks oil, water, battery, brakes, tires etc, performs minor repairs and arranges for other repairs and ensures that the vehicle is kept clean at all times.
4. Maintains a log book for the vehicle with details such as; daily mileage, fuel consumption, oil changes, greasing etc.
5. Ensures that the vehicle is always clean in good condition and is used in accordance to all operational procedures and safety regulations.
6. Reports any mechanical or other faults immediately and takes necessary action for repairs as instructed.

Essential Qualifications and experience

- Minimum of Malawi School Certificate of Education.
- Must have a Clean Driver's licence.
- Minimum of 5 years' experience in driving Project vehicles.
- Experience working in I/NGOs

OFFICE ASSISTANTS (2)

The purpose of the post

Tenable in **Mulanje** and **Thyolo**. To ensure that all office premises are clean at all times and that both internal and external mail is distributed and collected in an efficient and effective manner. Also to ensure that all office equipment and utensils are clean and properly taken care of.

Specific duties and responsibilities

- Cleaning of all offices everyday and as early as possible without disrupting normal work of the occupant(s).
- Ensuring that all office equipment and utensils (Tea cups, side plates, flasks etc) are cleaned and stored properly.
- Distributing internal office mail efficiently to all offices.
- Taking charge of all out-going and incoming external mail on behalf of the office.
- Preparing tea and other refreshments for the staff.
- Manning and securing the office when all officers are away. This includes answering the telephone effectively.
- Attending to visitors (when necessary) and directing them to the proper offices.
- Maintaining confidentiality on office issues at all times.
- Being a self starter and working with minimum supervision.
- Maintaining good personal hygiene and cleanliness at all times.

Essential qualifications and experience

- Minimum of Malawi School Certificate of Education.
- Minimum of five years' experience working in a similar position.
- Must be a self-starter and can with minimum supervision.
- Should be fluent in English.

Attractive remuneration package will be offered to the successful and enthusiastic candidate. **Applications with detailed CV that provide traceable record, contact phone numbers and three traceable referees must be sent or hand delivered to the following address not later than 15th December 2017:**

The Human Resource Manager
ADRA Malawi,
P.O. Box 951
BLANTYE

Email: vacancies@adra.org.mw

Only shortlisted applicants will be contacted. ADRA Malawi is an equal opportunity employer and qualified women are encouraged to apply.



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



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