

LOCAL COORDINATOR FOR THE UK AID-MATCH PROGRAMME IN MALAWI

Are you looking for a stimulating and challenging experience?

Catholic Development Commission in Malawi (CADECOM) is a Faith Based NGO owned by the Episcopal Conference of Malawi. CADECOM in partnership with five other organisations is implementing a three (3) year programme funded by the Scottish Catholic International Aid Fund (SCIAF) and the DFID and is seeking to recruit a self-driven Local Coordinator for the programme.

This vacancy is open to both male and female applicants. Qualified female candidates are particularly encouraged to apply.

JOB DESCRIPTION

OVERALL PURPOSE OF JOB

- To support the Scottish Catholic International Aid Fund (SCIAF) and its partners in the coordination, implementation, monitoring and management of the Livelihoods Programme of the UK AID Match.
- To work and strengthen, SCIAF's partner organisations in the effective implementation and monitor the Livelihoods Programme in line with the Livelihoods Programme's outcome, M&E systems, reportage, financial management and, in building capacities to strengthen their organisational abilities.

LOCATION

Based in Lilongwe (Malawi) but with frequent travels within Dedza and Chikwawa districts

REPORTING LINE

- CADECOM - for all administrative and human resources, for example the administration of the employment contract, the operational budget and the payment of wages as provided in the procedure of the partner, the project budget, the presence in the office, leave and all taxes. The Local Coordinator will report to CADECOM by their rules and regulations.
- SCIAF - for all duties/responsibilities for the UK Aid Match Program. The Local Coordinator will report to the Programme Manager SCIAF.

KEY RESPONSIBILITIES

Programme Management

- To work with implementing partners to support and monitor the UK Aid-Match Programme activities as per agreed/approved logical framework and budget.
- To work with the implementing partners to ensure that the partners send quarterly, mid-year (six monthly) and annual reports (financial and narrative) as per agreed guidelines and deadlines to SCIAF.
- To consolidate quarterly, mid-year and annual reports (financial and narrative) based on partners reports and submit to SCIAF as per agreed guidelines and deadlines.

- To liaise with and support the dedicated partner M&E staff and data collectors to monitor and evaluate programme activities/outputs/outcome including working with consultants employed by the UK Aid-Match Programme to collect quality data/information as per agreed Monitoring, Evaluation and Learning (MEL) plan.
- To undertake regular field visits as per approved annual visit plan and meetings with programme beneficiaries and other stakeholders to better understand the quality and impact of programme interventions, as well as challenges.
- To undertake regular review in-country and in target area on the security situation and analysis of risks as per the risk matrix and submit mid-year security and risk analysis report to SCIAF with a copy to partners.
- To support partners to prepare annual work-plan and cash-flow statement based on approved annual budget and logical framework and sends it to SCIAF for approval. Quarterly review of the annual work-plan and cash-flow statement with the partners and report the outcome of the review to SCIAF.
- To support partners' staff to follow yearly and quarterly activities plan, and properly monitor budget.
- To support and work with SCIAF Programme Officer, Design, Monitoring and Evaluation Technical Officer and International Financial Accountant to prepare accurate, quality and timely reports for donors including annual audit and evaluations.
- To support and ensure that partners clearly understand all donor compliance requirements and proper records are being kept by partners and that records/reports are consistent with source documents agreed in the approved logical framework.
- To facilitate and accompany SCIAF and donor staff on field visits and in meetings.
- To ensure that the MEL plan is adequately followed and implemented, in terms of programme objectives, indicators, outcomes and outputs.

Partner Relations

- To analyse and share with SCIAF major gaps if any, in partners' organisational and project management skills.
- To support and advice partners through training, focusing on organisational development and programme implementation as agreed with SCIAF.
- To develop and manage relationships with partners including strategic partnership such as Bishop Conferences, sister agencies, key organisations and networks in collaboration with SCIAF Programme Officer.

Communication

- To liaise with SCIAF on a regular basis through emails, phone and Skype conversations, for reporting programme activities updates and achievements, challenges and issues, and possible solutions.
- To collaborate with the SCIAF Communications and Education Department (COMED) by providing requiring information, data and case studies.

Other

- To undertake any other activities reasonably requested by the SCIAF Programme Manager and Programme Officer.

PERSON SPECIFICATION

Experience and Education

- Educated to degree level or equivalent in a relevant discipline such as International Development; Project Management; Agricultural economic or similar.
- Significant relevant experience working with an international NGO on a project management position.
- Significant relevant experience in a similar position, namely on livelihoods project and finance management, donor reporting, M&E and coordination of activities.
- Technical experiences in carrying out activities based on promoting rural livelihood, sustainable agriculture, income generating activities, saving and credit schemes, climate change and gender.
- Experience of working in a multi-disciplinary team delivering a large agricultural or livelihoods programme.

Skills

- Fluency in written and spoken English.
- Demonstrate strong interpersonal, listening and leadership skills.
- Highly motivated to achieve, work to deadlines, prioritise work effectively, and to work independently with limited supervision.
- Ability to draft narrative reports and understand financial reports.
- Ability to communicate timely and effectively with beneficiaries, partners and SCIAF staff, and to share information when required.

Knowledge

- Good working knowledge of Information Technology and internet including Microsoft Office (Outlook, Word, Excel and PowerPoint).
- Strong understanding of community development dynamics and rural livelihoods.
- Experience with digital data collection with phones, tablets, and internet a distinct advantage
- Good understanding of M&E at a project level both in terms of MEL systems (log-frames, reporting) and in terms of data collection and quality control.

Other

- Willingness to travel in Malawi on a regular basis
- Willingness to work unsocial hours as required.
- Valid and clean driver's licence.

TERMS AND CONDITIONS

Working hours

As per CADECOM policy and procedure

Probation period

This position is subject to a probationary period of six months, during which time the person's performance will be reviewed. Person will be confirmed in post subject to successful completion of the probationary period.

Notice period

The Local Coordinator is subject to a notice period of one month notice, issued in writing by either party for the duration of the period of the consultancy.

Salary

Subject to negotiation

Leave entitlements

As per CADECOM policy and procedure

Duration

Renewed annually (subject to annual appraisal) until the completion of the Livelihoods Programme which ends on 31 August 2018.

Only persons with relevant qualifications should apply enclosing CVs and photocopies of certificates and other relevant documents.

Applications and envelopes should be clearly marked 'for the position of Local Coordinator'.

Applications should be addressed to the following:

National Secretary,
Catholic Development Commission in Malawi (CADECOM),
Catholic Secretariat,
Episcopal Conference of Malawi,
Off Chimutu Road,
PO Box 30384,
Lilongwe, Malawi

Or send it on nutfoodsec@ecmmw.org // caritasmalawi@ecmmw.org

Applications must be received by the deadline date. Only short listed candidates meeting the required qualifications, experience and requirements will be contacted.

The closing date to receive application is 2nd August 2015.