



# JOB OPPORTUNITY

Habitat for Humanity Malawi (HFHM), affiliated to Habitat for Humanity International is a nonprofit Christian Organization aiming at improving housing conditions in Malawi. HFHM was established in Malawi in 1986 and has assisted over 41,000 families through different housing solutions. In addition to housing, HFHM has undertaken water and sanitation projects and also Disaster Prevention and Recovery in peri-urban and rural areas.

Habitat for Humanity Malawi has the following vacant positions to be filled in support of the Disaster Prevention and Recovery Projects in Blantyre, Mzuzu and Lilongwe Cities.

<b><u>Job Title:</u></b>	<b>Project Manager</b>
<b><u>Department:</u></b>	Programs
<b><u>Location</u></b>	Lilongwe-National Office
<b><u>Job Summary:</u></b>	Reporting to the Programs Manager, the Project Manager is responsible for the overall management and successful implementation of the Strengthening all Inclusive Disaster Preparedness and Linking early warning to early action project in Mzuzu, Blantyre and Zomba City Councils. The Project manager will also oversee the strengthening of the capacity of city councils to effectively respond to emergencies using cash-based options in addition to carrying out assessments using the City Resilience Action Planning. The Project Manager will also lead in disaster risk reduction and preparedness action with an objective of reducing flash flooding incidents in urban areas, which are often associated with blocked drainage networks due to uncontrolled disposal of solid waste.
<b><u>Reports To:</u></b>	Programs Manager
<b><u>Supervises:</u></b>	City Coordinators

**Main Responsibilities :**

- Develop and implement a field delivery plan, which is consistent with the Program and Organization's strategy.
- Develop and maintain effective management systems to ensure all key project deliverables are met, this will include the monitoring and evaluation system and strategic planning.
- Consolidate field reports on a monthly and quarterly basis for donor reporting ensuring donor compliance is maintained.
- Provide leadership and management for the field staff team, including performance management, setting and monitoring of objectives and work plans and ensuring field tasks are successfully carried out.
- Facilitate the undertaking of risk assessment using the City Resilience Action Planning (CityRAP) approach, which will also guide contingency planning and setting up of multi-hazard early warning systems.
- Oversee the establishment of urban-tailored telemetric community-based early warning systems (CBEWS) and provide relevant data to MUST for the designing of a mobile application for EWS.
- Strengthen protection mechanisms through training for government officers and communities, and strengthen Shock Responsive Social Protection Systems.
- Enhance disaster risk management knowledge and skills through public awareness on urban disaster preparedness and risk knowledge.
- Participate in joint monitoring exercises of the project activities with city councils.
- Generate a programme Lessons-learned log and regularly update to ensure ongoing learning and adaptation within the project, and to facilitate the preparation of the Lessons-learned Report at the end of the programme.
- Provide leadership and management for the field staff in ensuring that DRRR approaches are adopted and used in line with the Government guidelines
- With support from the MEAL Coordinator take lead in monitoring and evaluation of the projects ensuring that key information on program performance is gathered, kept and accessible and that regular, clear and timely progress reports are made available to senior managers and key stakeholders on request.
- Assist in the setting up of an overall project complaint and feedback mechanism in the project across the cities.
- Establish accountability and feedback and complaints mechanisms to strengthen disaster preparedness and response, including

	<p>training on accountability to affected population, protection principles and standards targeting local urban civil protection committees, council staff, local leaders and faith leaders</p> <ul style="list-style-type: none"> <li>• Using the complaint and feedback mechanism ensure that Protection against Sexual Exploitation and Abuse (PSEA) and all safe guarding issues are integrated by ensuring confidentiality and the security of those reporting and that any PSEA complaints are timely investigated and addressed.</li> <li>• Contribute towards project proposals, guiding principles, mandates, standards, developmental and collaborative framework for disaster risk reduction and response country programs so that initiatives are aligned with Habitat’s mission and receive effective coordination.</li> <li>• Developing and maintaining productive relationships between national office staff, donors, field staff, city councils, and other relevant key stakeholders in DRR.</li> <li>• Seek complementarities and integration with ongoing projects in other portfolios within the Country Program.</li> <li>• Propose HFHM’s contribution and draft policy, in documents especially for Country Program and other strategic documents in the thematic area of disaster risk reduction.</li> <li>• Contribution to knowledge management of Disaster Risk Reduction and Response issues by representing HFHM in the shelter cluster and continuously coordinate with its members and activities.</li> <li>• Travel, attend and adopt relevant lessons captured from international and local training workshops related to DRRR issues.</li> </ul>
<p><b><u>Educational Qualifications:</u></b></p>	<p>At least University Degree in Disaster Risk Management, Climate Sciences, Environmental Science, Earth Sciences, Natural Resources Economics or related Field from a reputable university.</p> <p>A masters degree will be an added advantage</p>
<p><b><u>Experience Required:</u></b></p>	<ul style="list-style-type: none"> <li>• At least 5- 10 years’ experience in technical project management /project coordination or related area or At least 3 years of experience in projects related to Disaster Risk Reduction, Disaster Management or Climate Risk management including urban resilience.</li> <li>• Experience with different aspects of project management including development, planning, implementation, evaluation and donor reporting.</li> <li>• Experience in resource mobilisation and people management</li> <li>• Experience in the development of early warning systems</li> <li>• Experience in emergency cash transfer programming</li> <li>• Experience in City Resilience action planning</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience and knowledge in Humanitarian Core Standards, Sphere and the Red Cross Code of Conduct</li> </ul>
<p><b><u>Skills &amp; competencies Required:</u></b></p>	<ul style="list-style-type: none"> <li>• Demonstrates integrity by modeling HFHM’s values and ethical standards</li> <li>• Advocates and promotes the vision, mission and strategic goals of HFHM</li> <li>• Proven analytical capacity and strategic thinking</li> <li>• Ability for planning and establishing priorities, coordinating and monitoring the work of others, and delegating responsibility where appropriate</li> <li>• Excellent interpersonal and supervisory skills</li> <li>• Resourcefulness, initiative, and maturity of judgment</li> <li>• Excellent communications, organizational and management skills in a complex multi-stakeholder environment</li> <li>• Ability to handle effectively multiple tasks without compromising quality, team spirit and positive working relationships</li> <li>• Excellent computer/information systems skills</li> <li>• Strong results orientation</li> <li>• Effective problem-solver</li> <li>• Consistently approaches work with energy and positive-constructive attitude</li> <li>• Ability to establish effective working relations in a multicultural team environment</li> <li>• Effectively manages teams and creates an enabling work environment</li> <li>• Flexible and responsive with a client-oriented approach</li> </ul>

<b><u>Job Title:</u></b>	<b>Project City Coordinators</b>
<b><u>Location</u></b>	Mzuzu, Zomba and Blantyre
<b><u>Department:</u></b>	Programs
<b><u>Job Summary:</u></b>	To assist and coordinate project activities in relation to Strengthening all Inclusive Disaster Preparedness and Linking early warning to early action project in Lilongwe, Mzuzu, Blantyre and Zomba City Councils. With supervision of the Project manager, the Project Coordinator will ensure that the strengthening of the capacity of city councils to effectively respond to emergencies using cash-based options in addition to carrying out assessments using the City Resilience Action Planning is carried out effectively. S/He will also participate in disaster risk reduction and preparedness action with an objective of reducing flash flooding incidents in urban areas, which are often associated with blocked drainage networks due to uncontrolled disposal of solid waste.
<b><u>Reports To:</u></b>	Project Manager
<b><u>Supervises:</u></b>	None
<b><u>Main Responsibilities :</u></b>	<ul style="list-style-type: none"> <li>• Assist City Councils to undertake risk assessment using the participatory approach, I.e., the City Resilience Action Planning Tool.</li> <li>• Facilitate the development, adaptation, and testing of multi-hazard contingency plans incorporating environmental risk mitigation; identifying and test evacuation routes with the targeted city wards.</li> <li>• Assist City Councils to establish urban-tailored telemetric community-based early warning systems (CBEWS) and collect data for designing a mobile application for EWS.</li> <li>• Coordinate workshops, trainings and community consultation meetings with city councils in line with the project activities.</li> <li>• Develop and maintain effective management systems to ensure all key project deliverables are met, this will include the monitoring and evaluation system and strategic planning.</li> <li>• Developing and maintaining productive relationships between national office staff, field staff, consultants, and other relevant actors in DRR.</li> <li>• Seek complementarities and integration with ongoing projects in other portfolios within the Country Program.</li> </ul>

	<ul style="list-style-type: none"> <li>• Contribution to knowledge management of Disaster Risk Reduction and Response issues by representing HFHM in the shelter cluster and continuously coordinate with its members and activities.</li> <li>• Participate in the setting up of project complaint and feedback mechanism at project site level and set up committees on the same; and ensuring the implementation and management of the complaint and feedback mechanism at the project level.</li> <li>• Ensure the complaint and feedback mechanism has integrated the Protection against Sexual Exploitation and Abuse (PSEA) and all safe guarding issues in the project area.</li> <li>• Produce monthly and quarterly activity progress reports in line with the approved work plans.</li> <li>• Travel, attend and adopt relevant lessons captured from international and local training workshops related to DRRR issues.</li> </ul>
<p><b><u>Educational Qualifications:</u></b></p>	<p>At least University Degree in Disaster Risk Management, Climate Sciences, Environmental Science, Earth Sciences, Natural Resources Economics or related Field from a reputable university.</p>
<p><b><u>Experience Required:</u></b></p>	<ul style="list-style-type: none"> <li>• At least 3- 5 years’ experience in technical project management /project coordination or related area or At least 2 years of experience in projects related to Disaster Risk Reduction, Disaster Management or Climate Risk management.</li> <li>• Experience with different aspects of project management including development, planning, implementation, evaluation.</li> <li>• Experience in resource mobilisation and people management</li> <li>• Experience working in emergency response with funding from the UN or ECHO and reporting thereof.</li> <li>• Experience in community mobilisation and DRR participatory approaches</li> </ul>
<p><b><u>Skills &amp; competencies Required:</u></b></p>	<ul style="list-style-type: none"> <li>• Demonstrates integrity by modeling HFHM’s values and ethical standards</li> <li>• Advocates and promotes the vision, mission and strategic goals of HFHM</li> <li>• Proven analytical capacity and strategic thinking</li> <li>• Ability for planning and establishing priorities, coordinating and monitoring the work of others, and delegating responsibility where appropriate</li> <li>• Excellent interpersonal and supervisory skills</li> <li>• Resourcefulness, initiative, and maturity of judgment</li> <li>• Excellent communications, organizational and management skills in a complex multi-stakeholder environment</li> <li>• Ability to handle effectively multiple tasks without compromising quality, team spirit and positive working relationships</li> <li>• Excellent computer/information systems skills</li> <li>• Strong results orientation</li> <li>• Effective problem-solver</li> </ul>

	<ul style="list-style-type: none"><li>• Consistently approaches work with energy and positive-constructive attitude</li><li>• Ability to establish effective working relations in a multicultural team environment</li><li>• Effectively manages teams and creates an enabling work environment</li><li>• Flexible and responsive with a client-oriented approach</li></ul>
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Applications with detailed Curriculum Vitae, Cover letter and Names of Three Traceable referee should be sent to the following addresses:

The Human Resources and Administration Specialist

Habitat for Humanity Malawi

P.O. Box 1638

LILONGWE

Email to: [recruitment@habitat.mw](mailto:recruitment@habitat.mw); [info@habitat.mw](mailto:info@habitat.mw)

Closing Date for receiving the applications is **13<sup>th</sup> April 2022**