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**VACANCY**

**PROJECT MANAGER – CLIMATE JUST COMMUNITIES PROJECT (NENO)**

**ABOUT LINK COMMUNITY DEVELOPMENT**

Link Community Development is a family of organizations working in Malawi as well as Ethiopia, Rwanda, and Uganda. Link Education International based in the UK, provides support with programme and finance management, governance, communications, and fundraising.

Link Community Development Malawi (LCDM) works to improve access to and the quality of education in Malawi. Since 2006, we have worked with schools to improve the lives of children through unique and effective school improvement models. We support Malawi Government and educators to adopt low-cost solutions to improve learning and support children, with a focus on literacy, numeracy, and inclusion for the most marginalized.

Link Community Development believes that a child, vulnerable adult, or person at risk should never experience abuse of any kind. We have a responsibility to work in a way that promotes the welfare of all and protects them from harm. We have a zero-tolerance approach to any harm or exploitation of a child or vulnerable adult by any of our staff, representatives, or partners.

The following vacancy has arisen at LCDM:

Job Title: **Project Manager – Climate Just Communities Project - Neno**

Accountable to: Team Leader

Location: Neno

**JOB PURPOSE:**

The objective of this role is to lead district project delivery to achieve designated project goals through the management and coordination of project activities, financial, administrative and logistical support. You will be key to managing effective community engagement, partner relations and outreach with all stakeholders. The role requires excellent written and verbal communication and planning skills, training and facilitation skills, as well as excellent knowledge in climate change, and climate justice. The role requires line managing Project Officer, project MEL Officer, Project Driver and other support staff at District Office. You will work very closely with Team Leader, Monitoring Evaluation and Learning (MEL) Specialist and Executive Director both within Link and our consortium partners.

**AREAS OF KEY RESPONSIBILITIES:**

* Plan and coordinate all project activities within the district according to the agreed work plan.
* Work with decentralized government structures such as Area Development Committees, Village Development Committees, Village Natural Resources Management Committees, Disaster Risk Management Clubs, School leadership and committees, etc. to build climate just communities.
* Engaging relevant government partners in project oversight and sustainability; and coordinating the activities of consortium partners in the district
* Ensure that partners are compliant with key policies including those in climate change, child protection and safeguarding, fraud prevention and data management.
* Deliver project activities to a high standard and within budget and on time
* Collate information from all stakeholders for donor reporting, playing a key role in regular narrative and financial reporting writing
* Produce weekly, monthly, quarterly and annual plans for project activities.
* Build and maintain relationships with all project stakeholders to ensure smooth project delivery
* Organize procurement and distribution of project suppliers including engaging with suppliers.
* Plan and conduct capacity building sessions of various stakeholders at community level to build capacity in community-led advocacy on climate justice.
* Coordinate and conduct community mobilization and support the work inclusive education with public primary schools
* Monitor the project in all areas, including joint monitoring with government teams, integration of monitoring framework - maintaining accurate data
* Lead in adaptive management process for strategy reviews, sustainability and community voice / ownership
* Generate periodic progress reports, including reflection on successes and challenges, and recommendations for change.
* Coordinate project visits by various stakeholders

**Program Development**

* Contribute to the development and updating of annual budgets
* Actively participate in monthly management meetings
* Contribute to the development of new projects and funding proposals
* Document and share successes stories and learning from the project

**Staff Management**

* Line manage district based staff, currently Project Officers, Monitoring and Evaluation Officer, Driver, and other support staff at District Office (where applicable)
* Oversee work planning and delivery of line managed staff
* Carry our end of probation reviews and annual appraisals with line-managed staff

**Other Responsibilities**

* Represent Link Malawi at all events and meetings as required
* Any other tasks as required by the Country Director, Project Coordinator or Team Leader

**PERSON SPECIFICATION**

**KNOWLEDGE AND EXPERIENCE**

**Essential**

* Relevant degree in related field
* Specific professional training in related field will be an added advantage.
* Minimum 5 years’ continuous experience in implementing climate change-related interventions
* Demonstrated experience in working with district councils and stakeholders in the sector.
* Proven experience of managing project deliverables delivering on donor specific requirements and community objectives.
* Knowledge of building capacity for collaborating stakeholders and community to understand and advocate for their rights.
* Willingness to stay and work in a field office.

**Desirable**

* Experience working with a small or medium sized NGO.
* Strong experience in donor engagement, reporting and finance management.

**SKILLS AND ATTRIBUTES**

**Essential**

* A self-starter, able to work autonomously at all levels.
* High level of analytical skill.
* Proven interpersonal skills and the ability to work with colleagues with high workloads.
* Capable of rapid and quality turnaround on a high workload and multiple tasks.
* High IT literacy in MS Office.
* Willing and ready to support the administrative functions of a district office.

**APPLICATION DETAILS**

* The post is full-time up to March 2026, with a 3-months’ probation, and based in Neno – possibility of renewal dependent on funding availability.
* Link employees are entitled to a generous leave allowance and pension, health insurance and a staff development allowance.
* Salary is competitive, and dependent on experience and qualifications.
* The position will start as soon as a candidate is available.
* Please send an **Application Form, Equal Opportunities Monitoring Form and CV (max 3 pages)** to link@linkedmalawi.org with the subject line “Project Manager - CJC”. Application Forms are available here: [www.linkeducation.org.uk/work-with-us](http://www.linkeducation.org.uk/work-with-us)
* The closing date for applications is **2pm on Thursday 20th February 2025, Malawi time**.
* A two or three-stage interview will take place immediately after. Applicants must be available.
* Only candidates who are invited to the interview will be contacted.

We are an equal opportunity employer, and qualifying female candidates are encouraged to apply.

**NOTE:**

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