

St John Malawi is an international NGO that is part of the Order of St John. In Malawi we carry out health activities in the community through St John volunteers who form the base of most of our work. This includes projects in maternal and child health, primary health and home based care, and a programme to train organisations and businesses in high quality first aid.



We are seeking a National Coordinator who will work with a good team at our small but friendly National Secretariat Office in Limbe, Blantyre. This post will suit someone who is a good project manager; who understands budgets, income and spending; who has skills in external relations and communications; and who can support the organisation's staff and governance bodies.

NATIONAL COORDINATOR, ST JOHN MALAWI

REPORTS TO: Chair of St John Malawi Council

JOB PURPOSE: To lead and support the delivery of St John Malawi's programmes, the performance of its team, and the smooth functioning of its operations

RESPONSIBILITIES:

Delivery of programmes

- Manage the team's successful implementation of ongoing programmes – notably in first aid, maternal and newborn health, primary health and home based care – and development of future projects
- Coordinate the development of St John's first aid training business – including its volunteer and paid human resources, and marketing and sales – and ensure its revenue growth to support the organisation's community work
- Ensure programmes are regularly reviewed through project plans and budgets, workplans and monitoring
- Ensure financial and project reporting is complete and on time

Ongoing team coordination and support

- Manage the St John team, and support the overall team to perform
- Work with the team to coordinate all activities, establish and delegate responsibilities of teams and individuals, and support the team to problem-solve
- Work with staff to recruit, motivate and retain St John Volunteers that are appropriate to the organisation's goals and activities
- Supervise the staff members who directly report to the National Coordinator

Programme proposals

- Coordinate project proposals and other donor relations activities
- Work with programme and finance staff to prepare programme plans and budgets for approval

Governance and reporting

- Support the St John Council (Board) and its committees by producing information for decision making

- Prepare reports concerning activities, expenses and budgets, organisational issues, and other items affecting programmes and business activities

Stakeholder relations

- In collaboration with other staff and Council members, represent St John's activities and ensure good linkages with communities – community members and other stakeholders, relevant authorities, health services, other NGOs – and business stakeholders – first aid customers and suppliers

Organisational administration

- Ensure the smooth running of the office
- Coordinate implementation of St John's policies and procedures (such as staff appraisals), and ensure budget and financial control systems, record keeping, and other administrative controls are in place and followed by staff at all times
- Negotiate or approve contracts with suppliers, customers and other relevant entities, and support other staff to do the same

Organisational improvement

- Collaborate with relevant Council members and staff to assess the performance of St John's activities according to its objectives and plans
- Identify potential programme improvement, increased cost effectiveness, or operational changes

QUALIFICATION AND SKILLS

- Degree in a related field and five (5) years relevant experience with development programmes or organisational management
- Good project management skills
- Ability to manage budgets, income and spending
- Good external relations and communications skills, report writing and presentation skills
- Good computer skills
- Self-motivated and the ability to work with minimum supervision
- Ability to work with others and to maintain compatibility among staff and partners
- Other added advantages include: staff management experience; start-up of new projects; successful raising of funds from donors or other sources

HOW TO APPLY

Application deadline is **12:00 noon on Monday 19 March 2018**. The application should be sent as follows:

- Please use this e-mail subject line: **National Coordinator Recruitment**
- Attach the following: a) a **covering letter** up to one page long, outlining your **relevant experience** and your **most recent salary and benefits package**, and b) a **brief CV**
- Send to: **jobs@stjohnmalawi.org**

St John Malawi is committed to equality of opportunity and will not discriminate in its employment practices due to an applicant's religion, gender, age, race, colour, national origin or disability.