

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 Programme Officer to work in our small but friendly Lilongwe office. This post will suit someone with good experience in managing community level programmes in health or other development areas. Any training or experience in marketing would be an advantage, but the post is relevant to someone with Programme Officer experience who also wants to learn new marketing skills.

**Programme Officer
St John Malawi, Lilongwe Office**

REPORTS TO: National Coordinator

JOB PURPOSE: To be responsible for the effective running of Lilongwe Office, implementation of the community health programmes, and delivery and marketing of St John's training services.

SPECIFIC DELIVERABLES:

Community health programme – delivery and management

- Ensure the smooth running of the office and programmes in Lilongwe according to agreed workplans and budgets. This includes workplan deliverables such as:
 - Training of volunteers by appropriate resource people
 - Home visits by volunteers and other field activities according to standard guidelines
 - Linkages between the project and relevant services, including health services
 - Referrals to services made by the project and follow-up with households in the community
- Coordinate the implementation of project activities to ensure they take place as planned and to an acceptable level of quality
- Ensure the programme complies with any requirements from donors or other requirements

Training programme – marketing and delivery

- Develop and maintain contact with partner organisations that require first aid training or services
- Undertake marketing activities for first aid training and services, and support the involvement of other staff as required
- In collaboration with the Assistant Training Officer and Office Assistant:
 - Coordinate first aid trainers and their assignments
 - Ensure appropriate support is given to first aid trainers, and ensure that volunteers and staff involved in first aid are performing to a high standard
 - Manage all stages of delivery, and ensure timely and good quality training and services

Volunteer recruitment, training, retention and management

- Coordinate activities of St John volunteers on the Mama Na Mwana project, provide support to them and carry out supervision
- Ensure teams of volunteers are formed and functioning, and ensure that team leaders and other team members carry out appropriate responsibilities

- Ensure systems are in place for managing the work of volunteers, such as volunteer job descriptions, schedules, and reviews of volunteers' activities and the quality of their work

Planning, monitoring, evaluation and learning

- Undertake activities following the programme's system for monitoring, evaluation and learning
- Ensure timely data collection, and ensure reports are completed and submitted on time
- Support team leaders and other volunteers if appropriate to ensure they carry out their data collection and reporting duties, and undertake quality checks of the data and reports
- Complete necessary reports on programme progress, including variances in implementation and spending, and review with the National Coordinator on a monthly basis or more often as required
- Contribute to workplans and budgets in accordance with priorities of St John Malawi and any external grant commitments

Partnerships and collaboration

- Participate in the identification of partners and networking with key players in reproductive health, maternal, newborn and child health

Technical oversight and input

- Contribute to the organisation's overall efforts for achieving the desired quality and having an impact on reproductive, maternal, newborn and child health

QUALIFICATION AND SKILLS

- Advanced Diploma in Community Development, Health or related field and at least three years of work experience
- Ability to work with communities, local leaders, Community Based Organizations (CBOs) and Government institutions
- Ability to represent St John to private and public sector organisations and NGOs that require training services
- Ability to work with volunteers and ensure adequate recruitment, retention and training
- Good understanding of the current Malawian Health Sector and Service Orientation
- Good managerial, public relations skills
- Proven ability to lead and motivate people
- Have a proactive approach to ensure that systems and information flows are effective
- Good oral communication, report writing and presentation skills
- Self-motivated and able to work with minimum supervision

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: **Programme Officer 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.