Deputy Country Director – Programmes, Malawi
United Purpose is a movement of people and organisations that strive to end poverty and inequality across the globe.

We are a leader in community-led development and grassroots innovations. For over 40 years we have worked with frontline activists, community organisations and individuals to support people to gain agency over their own lives – so they can move beyond aid.
Deputy Country Director – Programmes (DCD-P), Malawi

**Responsible to:** Country Director  
**Responsible for:** 4-8 Programme and Project Managers related to WASH, resilience, livelihoods, agribusiness and nutrition, and Programme Support Coordinator.  
**Base:** Lilongwe, Malawi  
**Contract type:** permanent  
**Salary:** £25,270 - £36,030 pa  
**Benefits:** Accommodation allowance, insurance, local allowance, annual medical examination, dependent’s and school fees allowances.  
**Status:** Accompanied
Aim of post

The DCD-P will provide strategic leadership and management in developing the UP programme in Malawi, particularly in the areas of programme development, implementation, quality and resource mobilisation. They will play a key role in spearheading the development, management, monitoring, evaluation, reporting, and impact assessment of UP’s country programme by providing strategic support to programme teams and the operations department. They will be expected to work closely and coordinate with the rest of the Senior Management Team, particularly the Deputy Country Director – Operations (DCD-O), respective Programme and Project Managers (role is likely to mainly focus on food security and livelihoods, WASH and healthier lives but this will be finalised in December 2020 when the new strategy is rolled out), and Programme Support Officer.

A major emphasis in this position is to play a strong Resource Mobilization and Technical Leadership role in ensuring that the Malawi programme has a robust and diverse donor funding base and that programmes are implemented fulfilling standards for quality and accountability along with delivering to the desired impacts in making a significant contribution towards our country goal of empowered resilient women, men and children in Malawi determining their own futures.
Background

United Purpose (UP) Malawi is an international non-governmental organisation working to create opportunities for lasting improvement in peoples’ lives. We work in partnership with others to support a range of livelihoods and food security, WASH and health, sustainable energy and gender equality programmes reaching over 1,000,000 people a year across Malawi. Globally, we work in nine countries across Africa, Asia and South America, however our Malawi programme is by far and away our largest and most established country programme. UP currently operates in 17 districts in Malawi, supporting over 30 on-going projects, with a total staff of over 200.

CUMO Microfinance Limited, a subsidiary of United Purpose, is the largest provider of rural microfinance services in Malawi. With over 10 years’ experience CUMO currently covers 18 districts, including 8 in Central region. It has over 86,000 rurally based clients, 86% of whom are women, with a variety of cash loan, savings, agri-input, and micro-insurance products.
Responsibilities

STRATEGY
• Leading role in finalising the UP Malawi country strategy and a critical steering role in implementing and monitoring progress towards strategy delivery.
• Key member of the Malawi senior management team and as such is responsible for leading and supporting the UP Malawi leadership and management initiatives.

PROGRAMME DIRECTION, DEVELOPMENT AND QUALITY
• To keep abreast of opportunities for new programme development and funding.
• To lead the proposal development processes to ensure development of high quality, competitive proposals for submission to potential donors through the country director.
• To oversee the development, testing and implementation of new innovative, market oriented programme approaches appropriate for the context of Malawi.
• In conjunction with the programme managers to develop and implement systems to ensure quality of programme design, implementation and monitoring, which incorporate learning from the sector.
• To ensure quality control of donor reporting in accordance with funding partner requirements, for submission through the country director.
Responsibilities

REPRESENTATION
• To represent United Purpose, when delegated, to government, Embassies/Delegations, the UN and other international agencies, funding and other partners, potential donors and other bodies including civil society networks, the media and the public.

STAFF MANAGEMENT AND DEVELOPMENT
• Provide leadership and management support to all UP staff reporting to this position including coordinating workplans, building team spirit and working, conducting performance appraisals, supporting staff development, etc.
• To encourage staff involvement and commitment to the running of the programme through regular meetings and visits and a participatory team approach to decision making.
• To recruit senior management staff according to in-country guidelines and UP policy, including equal opportunities.
• To lead the safeguarding committee, to embed robust safeguarding systems and processes across the organisation and to nurture a safeguarding culture at UP.
Responsibilities

RESOURCES AND FINANCIAL MANAGEMENT
• To support the Country Director and DCD-O in ensuring effective and efficient management of human and financial resources of UP Malawi
• To ensure adequate budgeting of all new project initiatives, including a realistic contribution to core costs
• To ensure timely production of monthly budget verses actual reports, and to ensure project managers’ understanding and action on them.
• To ensure effective project budgetary control and monitoring in line with UP’s financial procedures and guidelines, fraud and risk management policies.
• To follow up with project managers’ on implementation of the recommendations of internal and external audits and to support the annual global audit process.

OTHER
• To carry out other duties and responsibilities reasonably delegated to her/him by the Country Director.
Person Specification

Qualifications
• Relevant Masters level qualification or similar academic achievement.

Key skills and competencies
• Excellent strategic judgement, planning, co-ordination and prioritisation skills.
• Excellent communication and team-working skills, with the ability to build good relations, both internally and externally.
• Self-starter, capable of innovatively developing the programme.
• Attention to detail and a flexible approach to work.
• Determined hard worker, capable of rapid and quality turn around on a high workload and multiple tasks.
• Outgoing personality with solid interpersonal and diplomatic skills.
• Demonstrated cross cultural communication skills
• Adaptable and responsive disposition relative to the demands and development of the programme.

Languages
• Fluent written and spoken English.
Person Specification

Preferred Experience

• Minimum of 5 years’ senior management experience in leading the development and delivery of development programme strategies
• Excellent understanding of poverty and vulnerability issues in African/Malawian context
• Experience in leading and motivating multi-disciplinary teams, a high degree of self-awareness and an understanding of how to drive and support excellent team performance and individual development
• Proven ability to secure funding from a variety of donors including institutional, corporates, private sector contractors/fund managers, trusts and foundations.
• Demonstrated experience in participatory programme design (including proposal development), implementation and evaluation
• Proven ability to pilot innovations and scale up effective programming initiatives
• An entrepreneurial mindset with a strong desire to innovate
• Knowledge and experience with financial management, particularly ability to manage a complex budget, and donor compliance and reporting
• Monitoring and impact assessment experience highly desirable
• Knowledge, experience and appreciation of the dynamics of local institutions including local governments and community based development practices
HOW TO APPLY:

To apply for this role please send your CV, a short covering letter, and our Equal Opportunities form (voluntary) to:

applications@united-purpose.org by 23rd August 2020

All applications will be acknowledged but only successful candidates will be contacted further.

United Purpose has a Safeguarding Children and Vulnerable Adults Policy, which reflects our commitment to protecting the people with whom we work. All candidates will be expected to comply with this policy and its procedures.
United Purpose
Beyond aid