



## JOB DESCRIPTION

<b>Job Title:</b>	Project Manager
<b>Department:</b>	Programmes
<b>Reporting to:</b>	Executive Director
<b>Location (s):</b>	Mpherembe with frequent travel to project sites

### Job Context

Ulalo is a registered non-governmental organization founded in 2012 with headquarters in Mzuzu. Ulalo's vision is a society where children and young people, living in their full potential, are socially responsible and productive members of society

Ulalo in collaboration with Chancen durch Bildung e.V., with funding from the Germany Federal Ministry for Economic Cooperation and Development is implementing the **Community Activation, Management of Natural Resources and Access to Social Infrastructure (CANARASI) Project** in Mtwalo/Mpherembe in Mzimba North, Malawi.

The project aims to promote sustainable development through integrated initiatives focused on protected forest zones, agroforestry, soil restoration, sustainable agriculture, income strengthening, school meals program with demonstration gardens, construction of School Buildings, establishment of 2 science centres and establishment of a best practices network. The project is scheduled to end in December 2026, with the possibility of extension and expansion.

### Job Purpose

The Project Manager will be responsible for planning, directing and overseeing the project, and ensuring that deliverables and functionality are achieved as defined in the Project Proposal, Detailed Implementation Plan, and Budget. The Project Manager will also be responsible for the management of project personnel, finances, equipment and all other resources assigned to the project. He/she will be responsible for all Project communication and serves as the primary liaison between the project and the District Council, and other relevant stakeholders. The Project Manager will report directly to the Executive Director and a dotted line of responsibility with Chancen durch Bildung e.V.

### Scope and Limits of Authority

- Responsible for a team of 3 and assets as allocated from time to time.

### Areas of Responsibility

1. **Planning and Implementation:** Provide leadership in project planning, oversight, management and ensure quality and timely implementation.
2. **Technical oversight:** Provide technical oversight on forestation, agroforestry, soil restoration, sustainable agriculture and technical aspects in the implementation of the project

3. **Coordination:** Coordinate with contractors, community stakeholders, and government entities to ensure smooth project implementation and represent the project in coordination meetings.
4. **Budget Management:** Develop and review resource requirements, monitor project expenditure, and manage project funds in compliance with organizational and donor regulations.
5. **Monitoring and Reporting:** Oversee monitoring and evaluation activities, arrange high-quality reports, conduct field visits, and ensure compliance with reporting requirements (weekly updates and monthly narrative and financial reports).
6. **Performance Management and Capacity Building:** Lead and motivate project staff, provide clear objectives and feedback, and foster a positive working environment.
7. **Learning:** Consolidate and facilitate learning by drawing on best practices from the project implementation and networking with stakeholders and partners and oversee that bottlenecks and challenges to program impact are timely addressed.
8. **Compliance:** Ensure compliance with regulations and policies of the Donor, Malawi Government and Ulalo in the implementation of project.

## PERSON SPECIFICATION

### Essential

- Minimum of University Degree in Agriculture, Forestry or related field.
- Minimum of 3 years practical experience working with donor-funded projects and familiarity with donor reporting requirements.
- Strong leadership and interpersonal skills, with the ability to effectively communicate and collaborate with diverse stakeholders.
- Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Experience in community mobilization, extension methodologies and capacity building the capacity of communities;
- Demonstrated commitment to environmental sustainability, social justice, and community empowerment.
- Ability to work collaboratively and develop productive relationships across a wide range of stakeholders

### Desirable

- High level of professionalism, trustworthiness, confidentiality, and integrity.
- Self-starter, able to work with minimum supervision
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- Competent in using Emails, social media, and Microsoft Office including Word, Excel, PowerPoint, etc.
- Familiarity with fundraising strategies and grant writing.
- Experience working with international or multicultural teams.
- Must be available and able to work outside traditional office hours, including some weekends