



VACANCIES

Organization: Plan International Malawi

The Organization

Plan International is an independent development and humanitarian organization that advances children's rights and equality for girls. We believe in the power and potential of every child. But this is often suppressed by poverty, violence, exclusion and discrimination. And its girls who are most affected.

Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children.

We support children's rights from birth until they reach adulthood. And we enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge.

We have been building powerful partnerships for children for over 80 years, and are now active in more than 70 countries.

Plan International Malawi commenced its work in 1994 and currently supports programmes in 13/28 districts. Plan International Malawi currently has an approved country strategy (2017-22) Core sectors of programming include Sexual reproductive Health Rights (SRHR), Gender transformation, Resilience, Humanitarian response, Protection from all forms of violence and Inclusive quality education.

Other cross cutting issues such as Youth Economic Empowerment (YEE), Menstrual Hygiene management (MHM), Engagement of young people and groups of young women

The vacancies below are in our Resilience and Humanitarian Response Program and located in Machinga and Mangochi districts

1. Deputy Emergency Response Manager (1 position)

The Deputy Emergency Response Manager will support the Emergency Response Manager. The key responsibilities are as below:

Programming

- Provide support in overseeing the management of specific emergency programmes, ensuring response activities are in line with Plan International's standard policies and procedures.
- Assist in leading on the development of specific humanitarian response strategies, clearly defining key priorities in line with Plan International's expertise.
- Assisting in leading and managing rapid needs assessments, ensuring a clear focus on the specific needs of children and in particular girls. Based on the outcome of the needs

assessments provide recommendations to the Country Director and senior management team on programming options and priorities.

- Support the selection of local partner organisations, ensuring alignment with Plan International's approach and programming priorities in humanitarian crises.
- Support programme technical specialists to ensure programmes are of high quality and have direct positive impact on children affected by crises.
- Ensure appropriate programme quality standards are used in the design and implementation of programmes, particularly SPHERE and its companion guides (such as Child Protection Minimum Standards and Minimum Standards for Education Preparedness, Response and Recovery (INEE)) and the Core Humanitarian Standards (CHS).
- Support preparation of quality reports and updates for different Plan Entities and external actors such as donors.
- Delegated to represent Plan International with the host Government, both at national and regional level, highlighting key issues of concern impacting on children and in particular on girls.
- Engage with relevant humanitarian fora and clusters in country, ensuring appropriate information is provided in a timely basis
- Support in maintain and developing in country relations with institutional donors.
- Support the identification of opportunities to establish strategic partnerships with other humanitarian agencies.
- Supervise operational support functions (finance, HR, logistics)
- Ensure standard Plan International systems and procedures are followed.
- Ensure compliance with national legal requirements
- Together with the in-country security focal point person monitor local security situation, develop appropriate security guidelines and Standard Operating Procedures (SOPs)
- Ensure that administrative support functions are established and maintained in accordance with Plan International administrative policies and procedures
- Coordinate mobilisation of financial resources related to emergency activities;
- Ensure with the Procurement & Logistics Manager/Officer the establishment and maintenance of a functional procurement and supply chain management system;
- Support the Procurement & Logistics Manager/Officer with the timely and appropriate establishment of all logistics infrastructure.
- Develop appropriate operating budgets for emergency operations.
- Ensure compliance with donor requirements.
- Outline the composition of the emergency team, ensuring clear reporting lines and job descriptions
- Ensure all Emergency Response personnel understand and carry out their duties in accordance with Plan International's humanitarian values and principles.
- Conduct performance appraisals for Emergency Response Team staff and ensure regular feedback and mentoring on individual performance is provided.
- Support in overseeing sitreps on the emergency response and recovery. Ensure timely dissemination of situation reports and fundraising material to Plan International's Headquarters and National Organisations;
- Ensure appropriate information is shared within the organisation and is uploaded to the organisational intranet.

Qualifications, Skills and Competencies

- Degree or equivalent in management or related fields
- Significant field experience of managing emergency programmes in a number of humanitarian crises.
- Demonstrated experience of key practice and standards for humanitarian response such as SPHERE and CHS.
- Significant knowledge of humanitarian response, child protection and disaster risk reduction
- Conversant with the international humanitarian architecture, particularly related to coordination and funding. Demonstrated prior experience of engaging with the humanitarian coordination system and local, regional and global levels.
- Significant programming in emergencies in several continents and diverse contexts
- Experience of designing and delivering training
- Knowledge of general finance, administration, information management and telecommunication skills and proficiency in information technology/ computer skills.
- Training and facilitation
- Project management including planning and scheduling, process design, implementation and monitoring and evaluation
- Advocacy, influencing and negotiating skills, experienced in gaining commitment from a wide range of people, bringing about change and providing support from a distance
- Extensive programming experience in Gender in emergencies, particularly related to girls and adolescent girls.

2. Project Coordinator (1 position)

Duties and Responsibilities

- Provide overall strategic and technical leadership to project coordinators for excellent project delivery
- Setting performance standards, monitoring performance and ensuring project activities are in line with donor requirement and Plan international standards policies and principles
- Develop and maintain liaisons with the local government, WFP and other humanitarian actors on issues related to the project.
- Manage reporting, documentation, sharing of best practices and ensuring minimum humanitarian standards are being met.
- Lead the periodic result and evidence-based monitoring and evaluation of project activities to assess the attainment of goals and objectives.
- Ensure timely project budget burn rate inconsonance with set standards, policies and budget ceiling and to ensure project resources/materials are utilized effectively and efficiently in meeting project goals and objectives.
- Promote the values-based leadership framework that foster accountability, Safe Guarding of children and young people and Risk Management.
- To manage knowledge management and learning initiatives for quality project delivery.
- Perform any other duties that may be assigned by the Senior Disaster Risk Management and Livelihoods Specialist from time to time.

Dealing with Problems:

- The position involves a high level of resolving diverse issues that occur within community and district level. The incumbent should demonstrate good interpersonal skills, people management, problems solving, innovations and negotiation.

Communications and Working Relationships:

- In order to ensure effective quality project delivery, the position holder will relate with the Senior Disaster Risk Management and Livelihoods Specialist, PAM, M&E officer, and all project coordinators and officers.

Knowledge, Skills, Behaviours, and Experience.

- The candidate required to demonstrate ability to work in a multidisciplinary team and excellent communication (written and oral) skills
- Solid project management skills and experience of managing complex project with a wide geographical scope requiring virtual collaboration.
- Excellent problem-solving skills, resourcefulness to understand and synthesize diverging points of view and resolve conflicts without escalation.
- Excellent communication skills, written and verbal in order to present arguments clearly and powerfully to a variety of audience
- Interpersonal and people management skills
- Networking and partnership buildings
- Able to work under pressure
- Good computer literacy skills (Microsoft Office package)
- Able to priorities and manage complex and varied workload, often to tight deadlines
- Energetic and motivated individual

Qualifications and Experience:

- A minimum Bachelor's degree in Social science, Environment, and Agriculture or any related field.
- At least 4 years' experience in development work especially in community resilience and livelihood programs.
- Proven experience in coordinating humanitarian responses and Disaster Risk management programs.

3. Agronomist/Land Resource Officer (2 positions)

Duties and Accountabilities

- The Agronomist is responsible for the planning, implementation and monitoring of the agricultural component of the project (crop production, vegetable gardening, fruit plantation...) in collaboration with the District Council officials, as well ensuring that agribusiness approach is incorporated in all project activities, including forestry. In particular the Agronomist will: - Coordinate the agriculture component and support the agribusiness and other sectors (forestry, land resource and irrigation) activity planning and implementation.
- Network with other agribusiness development initiatives and investors to ensure continuous sharing of experiences, effective learning and creation of functional networks and synergies;
- Conduct assessment and recommend crops which can adapt to the environment for better yield
- Organize on job trainings and field days to the extension workers, field monitors and lead farmers
- Prepare simple manual on land preparation, conservation locally.
- Support the District Councils in the implementation of the Conservation Agriculture scheme and ensure continuous development of agriculture and agribusiness activities through capacity building and information sharing, monitoring of activities, demonstrations and surveys, -
- Support and advice field staffs/extension workers to ensure that the project is in line with national development policies regarding agriculture, agribusiness and agroforestry.
- Ensure that adaptation to climate change, environmental protection and gender issues are mainstreamed in all activities; -
- Contribute to effective communication with various project stakeholders.
- Ensure proper monitoring and informative and timely reporting of agriculture activities in collaboration with other Team Members as well as District project Coordinators and Service Providers. He/she will work in collaboration and coordination with the District Agronomist. He/she shall carry out any other duties as requested, and report to the CP Management accordingly.

Qualifications and capacities: -

- The proposed Agronomist shall have at least Bachelor's degree in plant science/agronomy or other related discipline.
- He / she shall have fluency in both spoken and written English;
- Ability to communicate in Local Language will be seen as an asset.
- Adequate Working experience in agronomy and business, with knowledge in sustainable agriculture, and climate change adaptation will be required.
- The person needs to have developed skills in capacity building, extension methods and skills transfer
- Good ability to work in multi-sectoral teams; readiness to travel and work in rural areas.

4. Gender and Protection Officer (2 positions)

The incumbent will support the implementation of gender and protection programme activities. The main aim of this position is to support developing community-based protection practices, programs, and activities and mainstream gender in all programming focusing on resilience building.

Duties and Accountabilities

- Support Gender and Protection programme and the communities to implement protection, GBV and gender related projects and activities.
- Conduct capacity building trainings for staff and communities in implementation of minimum standards and various SOPs on gender and protection
- Coordinate and monitor all gender and protection activities in the field, ensuring quality implementation and achievements of results by communities.
- Undertake regular travels to field locations to conduct monitoring visits, activities and/or provide technical support to the communities.
- Ensure smooth implementation of the direct implementation components of the gender and protection programme including complaints and feedback mechanism
- In case of delays and concerns relating to implementation, raise red flags to the relevant stakeholders.
- Attend the field coordination meetings in collaboration with the other program teams.
- Any other gender and protection activities as requested by the supervisor.
- Provide advice and support to the Project Officers and communities in the project design to ensure that all project proposals have been designed with gender sensitive approaches, and the needs of women, girls, boys and men have been clearly considered and included in the design and during the whole project cycle.
- Support the programme team on establishing a gender-sensitive accountability mechanism for beneficiaries.
- Contribute to the gender and protection mainstreaming efforts for the other sectors (i.e. livelihoods, health and WASH).
- Support in developing training materials, modules and material for sessions, oversight on whether staff and mainstreaming gender by appropriately apply the skills acquired through trainings, include planning, evaluative monitoring and reporting.
- Support capacity building of the office staff and community members in the fields of gender and protection mainstreaming.
- Support partners NGOs in maintaining a safe and confidential record keeping system and making sure referral of cases are confidential, safe and in a timely manner;
- Support/help to prepare partner organizations monthly reports and specific reports on programme related topics.
- Review and improve the quality of organization's existing data collection tools/databases/reporting templates on gender and protection specific activities.
- Provide support in reviewing monitoring and evaluation reports as well as conducting gender and protection related assessments.
- Ensure close coordination with the M&E team to report quality data for gender and protection related outputs.
- Provide assistance in data collection, compiling lessons learned, establishing indicators to support knowledge sharing

- Update internal documents regarding gender and share those with the team and stakeholders
- Keep track of gender and protection related issues in the district; and inform the team on changing vulnerabilities.
- Write success stories related to programme and project developments as they relate to gender equality and protection issues.
- Support the line manager in developing technical materials, SOPs, capacity building and tools.

Qualifications, Knowledge, Skills and Experience

- University degree and relevant work experience with an NGO with a focus on gender
- Preferred: First degree in a relevant field (Social Science, Public Administration, Business Administration, Developmental Studies)
- 2 years of experience in gender programming, including significant experience on GBV, women's voice and/or economic empowerment
- Proven skills in partnership building, influencing and negotiation with a range of actors
- Excellent interpersonal and team skills;
- Effective procurement and contract management skills;
- Excellent skills MS Word, Excel, Outlook, Power point;
- Strong organizational skills;
- Ability to multi-task;
- Ability to manage competing priorities

5. Nutrition Officer (2 positions)

The incumbent will be responsible for overseeing and providing guidance on all Nutrition and WASH interventions with the assistance from the Field Facilitators. The incumbent will report to the District Coordinator.

Duties and Accountabilities

- Lead the designing and implementation of interventions aimed at enhancing nutrition security at community level.
- Ensure strong linkages of nutrition component with other components of the project such gender and protection and Agriculture for effective community participation and quality project delivery.
- Coordinate CLTS interventions in the targeted communities for quick adoption of good sanitation and hygiene practices that promotes the general well-being of children and the whole community.
- Coordinate and support knowledge management and learning initiatives for quality project delivery
- Ensure effective and result based coordination and linkages with project stakeholder such as District Council, other NGOs, community level nutrition implementation structure and WFP to ensure support for the project activities.
- Ensure timely project budget burn rate inconsonance with set standards, policies and budget ceiling
- Lead and facilitate the result and evidence-based monitoring and evaluation of Nutrition and WASH activities to assess the attainment of project goals and objectives.

- Timely develop and compile accurate and quality statutory plans and narrative reports, in line with Plan set standards and donor requirements.
- Perform any other duties that may be assigned by the District Coordinator from time to time.

Dealing with Problems:

- The position involves a level of resolving diverse issues that occur within community and district level. The incumbent should demonstrate good interpersonal skills, people management, problems solving, innovations and negotiation.

Knowledge, Skills, Behaviours, and Experience.

- Experience in field work and community mobilization
- Fluency in both spoken and written English and ability to communicate in Local Language is an added advantage.
- Good skills in capacity-building and training
- In-depth proven knowledge of nutrition and MCH issues
- Computer skills including Word, Excel, PowerPoint
- Strength in interpersonal, communication and presentation skills
- Flexibility and willingness to change work practices and hours, and capability to work in rural areas

Qualifications and Experience:

- A minimum Bachelor's Degree in Health or Nutrition or related field
- Short terms course on health and nutrition will be an added advantage
- At least 2 years proven working experience

6. Insurance & Climate Services Officer (1 position)

Duties and Accountabilities

- Facilitate registration of weather index insurance beneficiaries and monitor insurance for asset creation under the weather index insurance component of the integrated risk management program.
- Facilitate and manage community level trainings and capacity building initiatives such as VSL, weather index insurance sensitization meetings, climate services trainings.
- Represent PIM in different technical meetings with Government and other stakeholders.
- Participate in the designing and implementation of integrated risk management program (R4, FFA and Climate Services).
- Participate in and contribute to the weather index design and review.
- Review, consolidate monthly, quarterly and end of project reports for submission to the donor.

- Provide technical support to PIM Field Facilitators, Project officers, Government Sector heads, government extension officers on new approaches in implementation of R4 and Climate Services programmes to enhance efficiency and quality of program delivery.
- Conduct community based participatory planning with partners (Government, WFP, and NGOs) within the district to inform resilience programming.
- Advocate for and facilitate knowledge building and management of Integrated Risk Management Program.
- Contribute to project proposal development for sustained implementation of resilience programs.

Qualifications, Knowledge, Skills and Experience

- Bachelors degree in Education majoring in Geography or any other related degree
- Ability to facilitate community level meetings
- Knowledge of community based participatory methods

7. Irrigation Engineer (1 position)

The Civil/Irrigation/Agricultural Engineer is required to provide technical support for the Irrigation, Soil and Water management component of the Project while overseeing Flood Damage and Drought Risk Management and Mitigation Project in assigned areas. The project aims to support the relevant Ministry responsible for Water Resources and Meteorology in the assigned Districts in its efforts to address flood and drought risk management and mitigation.

Duties and Accountabilities include:

- He /she will be responsible for the following scope of work:
- Review the irrigation water requirements and water balance analysis performed during CBPP and recommend further detailed studies as needed.
- Assist in the preparation of TOR for the detailed design and supervision consultants for the irrigation components of the subproject.
- Assist the CP and relevant team members in the preparation of work programs and schedules.
- Assist district council in site identification/verification, topographic surveys and preparation of detailed design activities, bid documents, and construction works of the irrigation project.
- Develop a quality assurance program for civil works for the irrigation component, and train staff in implementation of the quality control program.
- Review completion of work and compliance with standards prior to completion certificates being issued;
- Provide the much-needed technical supervision of irrigation component of the project, including contract management.
- He/she will be responsible to provide technical support to district council/field staffs in site selection and preparation of detail design (shallow wells, boreholes, multipurpose and fish ponds, cisterns), and implementation of other water works.

- He/she will be responsible to provide technical support to the road sector of the council in design and implementation of community access road and culverts/ local bridges.
- He/she will be responsible to provide technical support to any other civil works planned to be implemented in the site such as post-harvest facilities (solar drier, grain stores...)
- He/ she is responsible to provide technical support to land resources activities that requires engineering skills such as in- situ water harvesting structures, check dams, dykes...
- Perform any additional duties and tasks as will be needed from time to time.

Qualifications, Knowledge, Skills and Experience

- The civil/irrigation/Agriculture engineer will have at minimum under graduate degree in Civil/ Agriculture /Irrigation/water resources/hydraulics Engineering.
- Minimum of 5 years' experience in planning and design of irrigation development projects, water development and land resource management. He/she will have extensive work experience in a related field, a good knowledge and understanding of irrigation and agricultural systems in Malawi River Basins and considerable work experience in the Southern Region.
- The candidate required to demonstrate ability to work in a multidisciplinary team and excellent communication (written and oral) skills

8. M&E and Knowledge Management Officer (2 positions)

The recruited Knowledge Management (KM) Officer will work under the overall responsibility and direct supervision of the Partners District Programme Officer. The main purpose of this assignment is to support the Partner to establishing a foundation for knowledge management on the project activities and experience sharing within the project and beyond. The objective is for stakeholders of the project who seek to learn from the experience of others to be aware of the learnings from the project and be able to access examples of good practice.

Duties and Accountabilities

The Knowledge Management (KM) Officer will report to the Partners district Programme Officer.

He/she will help the partner to package and share knowledge and experience on various programme activities, lessons learned, good practices and M&E topics to inform all actors both within and outside the partner.

This will include:

- Designing among partners employees and project participants tools which are useful to share their knowledge and experience.
- Identifying the corresponding knowledge holders among the project participants; i.e. people within the three core countries and two technical partners who have knowledge and experience on the identified topics.
- Define the different groups to be reached, the key topics to be addressed, the channels to use, and the products to be developed.

- Producing, publishing and disseminating a knowledge product that captures the knowledge of knowledge holders and responds to the needs of knowledge seekers including WFP and its donors.
- Produce briefs, factsheets, how-to guides, lessons learned publications, testimonials, podcasts, videos, etc.
- Preparation will require background research, reviewing and synthesizing documents, and conducting and capturing interviews, among others.
- Organizing or supporting knowledge sharing and learning events (face to face and virtual) for various audiences.

Qualifications, Knowledge, Skills and Experience

- Bachelor's degree in Knowledge Management, Communications, Public Relations or related disciplines (e.g. International Relations, Public Affairs, Marketing, Economics, Development Studies).
- 4-5 years relevant work experience.
- Fluency in English and a strong working knowledge of French.
- A solid understanding of knowledge management principles, practices, tools and products.
- Experience in designing, planning and implementing knowledge-related initiatives, coordinating/collaborating with other teams and executing/facilitating programs and events involving knowledge management or learning.
- Previous work experience with governments and/or international development agencies would be an asset.
- Prior experience with M&E in the area of development is an advantage.
- Proven writing, editing and language skills, and an ability to convey complex ideas in a concise, clear, direct, and lively style.
- Strong organizational and interpersonal skills, ability to meet deadlines and to manage multiple tasks effectively and efficiently, ability to take initiative and be innovative.
- Working knowledge of relevant computer software such as MS Office, WordPress, Adobe InDesign/Illustrator/Photoshop, electronic mail procedures.

9. Project Facilitator (8 positions)

The roles of the nutrition officer will be as follows:

- Lead in the implementation, monitoring and adaptation of nutrition sensitive interventions, and SBCC activities to improve the knowledge, attitudes and practices of participants/beneficiaries on nutrition, WASH practices and services at household and community level.
- Provide technical support through coaching and mentorship for quality implementation of nutrition services at district and community level
- Work in collaboration with other stakeholders within and outside the organisation to integrate nutrition in to quality improvement initiatives at community level
- Draft activity monthly and quarterly reports on nutrition related activity

- Establish and maintain solid collaboration with target relevant LGA departments and staff during planning, budgeting, implementation and monitoring of nutrition related activities at health facility and community level.
- Provide support to district nutrition structures to ensure quick and sustainable uptake of improved nutrition behaviours
- Provide timely and accurate written and verbal reporting.
- Contribute to project strategic planning and to well-written, focused project reports, annual implementation plans, success stories and other written products.
- Ensure high quality project implementation, monitoring and reporting.
- Make regular field visits to monitor project quality and collect data.
- Collaborate with MEAL staff to ensure that collection and analysis of data is accurate, rigorous and incorporated into project implementation.
- Coordinate with Nutrition and livelihood Project Coordinator's in work planning, implementation
- Serve as a nutrition focal point for LGAs, community and other implementing stakeholders at district level,

Qualifications, Knowledge, Skills and Experience

- Bachelor's Degree in nutrition, health or related field.
- Minimum of 3 years of relevant field experience with an international organization in nutrition programming.
- Strong technical grasp of nutrition and strategies to prevent chronic and acute malnutrition.
- Familiarity / experience with the start-up, management and implementation MCHN and preferably WASH activities, including the formation and training of Care Groups.
- Demonstrated success in providing hands-on training and technical assistance to Care Groups, CSOs, and other stakeholders.
- Demonstrated experience in project and time management.
- Excellent writing and oral communication skills in English required.
- Demonstrated experience in working effectively with CSOs and community-level actors, stakeholders and beneficiaries.
- Experience in applying knowledge of the design, implementation and best practices for behaviour change models for gender-sensitive nutrition, nutrition, and WASH programming.
- Significant knowledge of agriculture, food security, nutrition and gender issues in target project Regions of Tanzania.
- Excellent interpersonal skills and demonstrated ability to lead and work effectively in team situations and independently.
- Familiarity and understanding of donor policies and procedures is a plus.

10. Administration and Logistics Assistant (2 positions)

The Administration and Logistics Officer provides administrative and logistics support to the Resilience and Humanitarian Response program and all related projects to attain effective delivery.

Duties and Accountabilities

- Ensures that all company related registration certificates are renewed on time.
- Ensures that the tenancy agreement for the office and all properties leased by PIM are renewed and rentals are paid on time and all maintenance works are carried out as per agreement.
- Ensures that the asset register is updated and filled with all relevant information such as date of acquisition, serial number, cost and asset holder. New assets should be insured and the old and disposed assets deleted from the schedule.
- Ensures that assets which are not in use are listed and recommended for disposal on quarterly basis.
- Carries out an asset verification exercise for all PIM assets in the country.
- Ensures that travel and meetings are adequately coordinated and facilitated in consultation with the Executive Assistant on high level travel and meetings.
- Ensures effective supervision of drivers and admin assistant.
- Ensure timely submission of monthly and quarterly administrative reports for the CO and all projects and PAs.
- Provide adequate security for staff and plan assets by ensuring that staff and guarding personnel maintain precautions for office security, applying the appropriate technology to secure premises, assets and staff.
- Ensure effective support to all Programs for quality program delivery.
- Responsible for hotel bookings and initiate payments
- Responsible for office stationery and supplies including secure storage
- Ensure that offices are cleaned and office space equitably allocated.
- Ensure each vehicle has a folder for maintenance and repairs and their costs recorded.
- Ensure planned maintenance is carried out on time for all equipment including vehicles.
- Ensure that each driver is allocated a fuel card, the driver logs each fuel refill in the log book and this record is checked against the tracker record during fuel liquidations for effective fuel management.
- Ensure timely liquidation of fuel.
- Ensure that drivers fill the log books properly and the trips are approved, the log books checked on monthly basis to ensure compliance.
- Ensure timely arrangement for Certificate of Fitness for the fleet and records kept for the fleet.
- Ensure that accidents are reported to Police, Management and insurance company immediately within 24 hours to management.
- Compile monthly fleet performance report for review by the Admin and Logistics Manager.
- Ensure that staff/international visitors are briefed on the security situation.
- Vehicle allocations, including hired vehicles

Qualifications, Knowledge, Skills and Competences

- A bachelor`s degree in Business Administration, Logistics or closely related field
- 3 years of experience in administration and logistics in a busy environment

11. Data Entry Clerk (2 positions)

Duties and Accountabilities

- Transfer data from paper formats into computer files or database systems using keyboards, data recorders or optical scanners
- Type in data provided directly from customers
- Create spreadsheets with large numbers of figures without mistakes
- Verify data by comparing it to source documents
- Update existing data
- Retrieve data from the database or electronic files as requested
- Perform regular backups to ensure data preservation
- Sort and organize paperwork after entering data to ensure it is not lost

Qualifications, Skills, Knowledge and Experience

- Diploma in Information Technology or any other related Diploma
- 2 years of data entry experience or related office experience
- Working knowledge of Microsoft Office
- Strong computer skills
- Ability to enter data into a computer quickly and accurately
- Comfortable with office equipment including a computer, scanner, calculator, and photocopier
- Strong attention to detail
- Ability to think analytically

12. Driver (2 positions)

Duties and Responsibilities

- Driving officers and other authorised staff on official trips
- Ensures that water, brake fluid, engine oil, battery electrolyte and power steering oil are at the recommended levels.
- Ensures that all tyres are inflated to the right level and wheel nuts are well secured before driving off.
- Ensures that the vehicle is checked for any dents before driving off from a parking lot.
- Ensures that the vehicle has all the required tools such as the spare wheel, wheel spanner, fire extinguisher, a towing rope, jump cables and a first aid kit.
- Ensures that speed limits, parking times and all policies and procedures for PIM are observed and this includes the SOPs.
- Ensures that the vehicle is cleaned and kept tidy all the times.
- Ensures that the vehicle is fuelled at the right time, at filling stations and fuel receipts are properly kept and liquidations done on time.
- Ensures that all passengers wear seat belts before driving off.
- Ensures that the vehicle has a log book and properly filled.
- Ensures that the vehicle is serviced and repaired on time.
- Ensures that staff are driven to their destinations safely.
- Ensures that all accidents are reported to the Police and the Administration & Logistics Officer immediately they happen.
- To conduct any other duties as assigned from time to time

Qualifications, Knowledge, Skills and Experience

- Malawi School Certificate of Education (MSCE)
- 7 years of experience in an international NGO
- A valid Defensive Driving certificate
- Knowledge of 4 by 4 vehicles
- Good knowledge of Malawi road network

How to apply

Send your application to recruitmentmw@plan-international.org clearly indication on the subject the name of the position you are applying for. Include a CV and copies of certificates in your application.

Dead line for receiving applications is **TUESDAY, 14th July, 2020**

Plan International appreciates all applicants but only shortlisted candidates will be contacted, applications will be reviewed immediately they are received.

Plan International is an equal opportunity employer

Plan International takes seriously its policies on safeguarding children and young people and workplace safeguarding and will undertake a robust formal and informal measures to undertake robust background checks specifically attributable to these two areas

Plan International Malawi Reserves the right to establish a reserve of suitable candidates for future openings