



CARE INTERNATIONAL IN MALAWI

Defending Dignity, Fighting Poverty

JOB ADVERTISEMENT

CHIEF OF PARTY – CARE MALAWI KEEPING GIRLS IN SCHOOL (KGIS) PROJECT (TO BE FUNDED PENDING PROPOSAL OUTCOME)

The position reports to the Assistant Country Director - Programs

Major Responsibilities

- Lead and manage the CARE Malawi Keeping Girls in School (KGIS) Project
- Develop project working plans and implementation strategies in cooperation with technical specialists.
- Facilitate an effective coordination and collaboration among the implementing partners and other relevant stakeholders
- Develop the strategic direction and policy with the Project Steering Committee (PSC) led by the CARE Malawi Country Director
- Coordinate project and activities with national authorities, United Nations agencies and other international and local organisations through existing coordination mechanisms e.g., education cluster, gender working groups, etc.
- Act as an interface between implementing partners and the donor
- Working in close cooperation with the Education Program Director, M&E and Learning Advisor and GED Advisor, assess progress towards intended outputs/ outcomes, identify and address potential risks and delays.
- Ensure compliance with DFID financial reporting, procurement and branding guidelines, CARE programming principles and quality standards
- Ensure that the implementing partners are familiar with donor policies, procedures, guidelines, and reporting formats.
- Prepare annual programme budgets and quarterly financial forecasts, and monitor expenditures

Qualifications: Education/Knowledge/Technical Skills and Experience

- Bachelor's Degree in Education, Developmental Studies or Social Sciences
 - A Master degree in areas stated above will be an added advantage
 - A Minimum of five years of senior management experience in Developmental work, preferably in Education.
 - Solid understanding of child protection and gender, including issues associated to gender-based violence, demonstrated by proven experience in both fields.
 - Previous experience in managing large international development projects, preferably on Education plus good documentation skills.
-

- Previous experience in managing DFID contracts.
- Demonstrated good leadership and communication skills
- Previous experience in Malawi will be an advantage.

Interested candidates meeting the above criteria should submit their applications and detailed CVs with three traceable referees by 4th June 2013 at email: Caremalawi_HR@co.care.org with reference in subject line as **“COP – KGIS project”**.
