EMLOYMENT OPPORTUNITY

Closing on
18th Aug 2024

Program Coordinator
Lilongwe
Background

Rays of Hope Ministries is a non-profit, Christian organization that collaborates with the Malawi Government to produce morally responsible and youthful leaders through educational, spiritual, nutritional, and entrepreneurial programs in Blantyre, Zomba, Mchinji, Ntchisi, Thyolo, and Lilongwe. The organization is going through a steep growth trajectory taking it to various districts in Malawi. The latest addition to our growth is a newly designed program called, the Holistic Opportunity for Pupil Excellence (HOPE). HOPE is designed to increase primary school completion rate with excellent grades, positioning students for better selection rate into national and district secondary schools. To that end, we seek to recruit for the following positions.

1. Programs Coordinator (Based in Lilongwe)

   a. Role Purpose

   The Programs Coordinator is a leadership role in HOPE and shall ensure that the program launches successfully in the two districts, Dowa and Kasungu. This involves leading all key conversations with all relevant stakeholders in both districts, including implementing partners, various communities, and the government. The role shall lead the team in ensuring that the program delivers its promise of accelerating learning and completion rates in targeted primary schools. Operationally, the incumbent will be responsible for all macro-level planning and decision making to ensure that the program truly brings hope to the program participants.

   b. Key Areas of Accountability

   i. In collaboration with the program officers, coordinating all aspects of our programs for smooth implementation

   ii. Lead in the inception of activities including introducing the project to the key district government partners/offices and at DEC and ADC levels.

   iii. Lead, coordinate and or monitor program officers and other key stakeholders with technical thoughtfulness making sure that targets and set expected results are met.

   iv. Work closely with the finance team to prepare budgets beforehand and procure needed resources for smooth implementation of the project

   v. Collaborate and network with other partners in the sector for collective impact
i. Establish, maintain and collaborate with the District Education Managers (DEM)’s Office, PEAs, other NGOs and relevant stakeholders/structures at district and community levels to ensure maximum sustainable coordination efforts.

ii. Organize in-service trainings for teachers in collaboration with PEAs and the office of the DEM.

iii. Facilitate community mobilization meetings through PTAs, SMCs and other community structures.

iv. Identify, document and disseminate program lessons learned, case studies and best practices through program review meetings, district coordination meetings, partner collaboration/joint meetings, as well as other relevant stakeholder fora at district level.

v. Contribute to establishing feedback mechanisms to mainstream accountability across the program.

vi. Run regular field visits to implement, monitor and assess the implementation; take on necessary correction to ensure that the theory of change is followed through in consistent with the set goals.

vii. Represent the Rays of Hope at relevant forums as requested by the management at relevant levels.

viii. In collaboration with the MEAL department, collect and document relevant project data, lessons learnt and best practices.

ix. Submit, in consultation with the Executive Director, reports to relevant district partners i.e. DPD, DEM.

b. Oversight

The Programs Coordinator shall have direct supervision role to the Program Officers in two districts.

c. Qualifications

i. Applicants should have a degree level qualification in education with experience in implementation and/or coordination of numeracy and literacy education programs with a heavy focus on remediation.

ii. Three to four years of NGO experience in an operations role, preferably in a coordination capacity.
i. A decent understanding of the education landscape in Rural Malawi.

ii. At least three (3) to five (5) years’ experience in the field of Education; specifically, teaching in public primary schools.

b. Essential Attributes

i. Skills in community mobilization, especially involvement of parents in supporting learning for their children, capacity building and group facilitation.

ii. Experience working with Nongovernmental organizations and government officials essential will be an added advantage.

iii. Willing and committed to work in challenging conditions especially hardest to reach areas.

iv. Good personal and organizational skills, including time management, and ability to meet deadlines under pressure.

v. Excellent communication (written and oral communication) and interpersonal skills

vi. Ability and flexibility to work with a team.

Mode of Application

Complete the application process here: [https://raysofhopemalawi.org/job-openings/](https://raysofhopemalawi.org/job-openings/)

The Human Resource and Administration Officer,
Rays of Hope Ministries,
P.O. Box E365, Post Dot Net, Blantyre, Malawi.

Please, send your emails with a subject line that corresponds to the specific position you are applying for, e.g., Operations Coordinator.

Closing date for receiving applications is Sunday, 18th August 2024.

Rays of Hope Ministries is an equal opportunity employer. Due to anticipated large volumes of applications, only short-listed candidates will be acknowledged.

Qualified and experienced women are hugely encouraged to apply.