



VACANCY

New Apostolic Church Relief Organization (NACRO) is a faith-based Non-Governmental Organisation that was incorporated in Malawi in February 2011. Since inception the NGO has been implementing actions aimed at helping the needy and disadvantaged communities through the delivery of projects in agriculture, health, water and sanitation, education, environmental management as well as in disaster mitigation.

NACRO in Malawi is inviting applications for the following position:

PROJECT OFFICER – to be based in Phalombe

(a) Duties and Responsibilities

The project officer will be reporting to the Country Programs Coordinator and shall coordinate all the activities of our Water and Sanitation Project in Phalombe. The major duties and responsibilities include:

- Planning, implementing, and monitoring of project activities
- Collaborate with all project stakeholders at community and district level
- Supervision of the construction of the water and sanitation infrastructures
- Facilitate the required surveys such as baseline surveys, hydrogeological surveys and topography surveys
- Promote safe water storage, good sanitation, and best hygiene practices in the project area
- Build capacity of community-based water management structures, sanitation and hygiene structures
- Facilitate the formation and training of village savings and loans associations at all water points

- Work closely with local implementing stakeholders such as community structures, NGOs, District Council, Private Sector, in the project area to enhance the efficiency and effectiveness in implementing the project activities
- Participate in the development of strategic plans, annual work plans, projects action plans, and detailed implementation plans of the country program
- Management of project budget in close collaboration with the finance department
- Preparing timely project progress reports in line with project contract requirements
- Other relevant duties assigned to him/her

(b) Requirements

- At least a degree in business management, water resource engineering, community and rural development or related field
- At least two years' experience in implementing water and sanitation or rural development projects
- Experience and demonstrated success in project management
- Demonstrated experience and skills in community mobilisation and formation of village savings and loans associations
- Excellent analytical, oral and written communication skills including report writing skills
- Computer literate (Microsoft Word, Excel, PowerPoint, and Outlook)
- Self-starter, self-motivated and team worker
- Possession of a motorcycle driving licence

Mode of application

Those interested and are meeting the requirements should submit their applications comprising of a cover

letter, detailed curriculum vitae with three traceable referees, copies of relevant certificates to either of the following addresses **not later than 21st September 2022:**

Posted mail:

**The Country Programs Coordinator
New Apostolic Church Relief Organisation (NACRO)
P.O. Box 349
Lilongwe, Malawi
cpc.malawi@nacroz.mz.com**

By hand mail:

**Submit at:
New Apostolic Church Premises
Plot - Area 14/22
Lilongwe**

NACRO is an equal opportunity employer. Only shortlisted candidates will be contacted.