

Sam's Village Manager
Job Description and Person Specification

Organisation: The Landirani Trust

Location: Lilongwe, Malawi

Background Information

The Landirani Trust ("Landirani") is a small NGO based in Malawi and supported from the UK. Our vision is for a healthy, educated and self-sufficient community in Malawi. We work in an area North West of Lilongwe Airport that is 400sq km in size, with 14 centres, and around 3,000 beneficiaries OVCs (orphan and vulnerable children).

The main activities we deliver are:

- The on-going development of our training village (Sam's Village) which will primarily be used as an educational site for life-skills and vocational training
- Promoting educational facilities and access to them for all children in the community
- Enhancing the ability of the community to become self-sufficient
- Improving care of orphans and vulnerable people e.g. those affected by extreme poverty, exclusion, HIV/AIDS, disability, etc.
- Providing access to clean, safe water and sanitation
- Providing better access to Health Care

Job Title: Sam's Village Manager

We now have a full time vacancy for a Sam's Village Manager to work with our small but committed and enthusiastic team.

We are seeking to conduct five comprehensive vocational training programmes along with a variety of life skill training for a select number of vulnerable and marginalised community members. Running at the newly developed Sam's Village, an active model village for sustainable living, these training programmes will be delivered primarily by the TEVET Authority using the Competency Based Education and Training (CBET) approach through direct classroom based tutorage. Landirani are the programme lead but great importance is placed upon the active involvement and support for the programme from the local community. In developing these training programmes Landirani seek to provide the opportunity for community members, particularly those from vulnerable groups to acquire vocational and business skills that enable them to be financially self-sufficient, either by setting up their own business or by finding paid work. This in turn aims to facilitate greater local community economic sustainability by providing village communities with increased access to locally provided skilled services.

Primary objectives:

The time and skills required to set up and run the training programmes and associated Sam's Village activities are significant and will require the support of a dedicated Sam's Village Manager who will join our small but committed and enthusiastic team. The position will be on a full time basis and the main focus will be to ensure the effective development and subsequent smooth running of the training programmes.

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Main Duties:

The main duties will include:

1. Day to day management of all the facilities at Sam's Village including reception, catering, accommodation, etc.
2. Coordination of all aspects of the training programmes including trainee recruitment and induction, liaison with training providers and on-site trainers, etc.
3. Responsibility for strategy and policy
4. Undertaking all partnership liaison and development
5. Overseeing budgets
6. Overseeing successful completion of the training programmes (including instructing on necessary troubleshooting) and
7. Reporting on necessary future training cycle development
8. All aspects of Village health and safety, fire prevention, etc.

Depending on the skills and experience of the incumbent the role could also expand to include responsibility for overseeing the development and running of additional community benefiting programmes based at Sam's Village, such as the effective utilisation and coordination of the Community Based Childcare Centre (CBCC), library and future building resources so that a holistic community benefiting set of programmes is developed. The role would also require the development of partnership links with external organisations (both governmental, NGO and private) and accordingly sourcing financial streams and submitting funding applications to facilitate programmes.

Responsible to: The Country Manager, including the submission of regular reports to be passed to the Chief Executive based in the UK.

Remuneration: The salary and allowances will be appropriate to your experience and within our funding levels.

Contract: 6 months' probation period followed by an indefinite period (subject to funding and the Trust's needs and priorities).

The person:

We are looking for someone who has excellent people, project and facilities management skills such as those developed in similar roles like hotel management or conference and event management. For example, you will need to be adept at the development of training programmes; the management of on-site facilities, including reception, kitchen, accommodation; the coordination of staff and trainee recruitment; liaison with third party providers; overseeing budgets; monitoring and assessing programmes and trainees, etc. You will also combine excellent self-organisation and management skills together with a willingness to be flexible and adaptable.

You will also be passionate about empowering vulnerable people and you will have the enthusiasm and the ability to work as a valued and integral member of the Landirani team.

You need to be honest, open, reliable, resilient and able to deliver in difficult circumstances. You should also enjoy working with a wide range of people from very varied backgrounds



and environments, where you can add value with your depth of practical hands-on management experience and skills.

You will need to be sensitive to Malawian culture and traditions and work positively with the surrounding community leaders.

This is not a job where the primary rewards are financial or material but instead come from the changes you can support and improvements that you can influence.

Essential Criteria

- A good level of education up to bachelor's degree level
- Experience in the management of people, projects and facilities such as hotel or conference / event management
- An analytical mind with excellent problem-solving ability
- Strategic thinking and overview when addressing complex issues
- Able to harness the skills of local residents and service providers to create holistic, wide ranging, multi-agency solutions
- Significant practical knowledge in fundraising, budget management and report writing skills
- Excellent experience of managing stakeholders, staff and volunteers to achieve desired targets
- High levels of creativity, imagination and vision
- Flexible approach
- The dedication to see projects to their conclusion
- IT literate and able to use PCs/laptops to write reports, record data, etc.
- Strong analytical, financial reporting, and presentation skills with the ability to present complex issues clearly and concisely
- Excellent organization skills
- Analytical and numerate together with a commercial awareness
- Excellent communication skills, both written and oral
- Leadership skills as well as an excellent team worker with outstanding interpersonal skills and the ability to use these to encourage and influence colleagues
- Mobile and willing/able to travel to and from Lilongwe/the field.
- Able to stay on site in a rural situation
- Fluency in written and spoken Chichewa/English
- Professional and courteous
- Committed to helping orphans and vulnerable people
- Honest and reliable
- Current clean driving licence and experience of driving manual and automatic vehicles

How to apply:

Applications **MUST** be made online only using the following:

- CV in English, no longer than 2 sides of A4 and in font no smaller than size 11, and:

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The Landirani Trust

Supporting orphans and vulnerable people Malawi

- An accompanying covering letter which gives details of your evidence of the essential criteria. This letter should contain headings relevant to each indicator, followed by a summary of your evidence in NO LONGER THAN 100 WORDS FOR EACH INDICATOR. It must also include details of your current remuneration package and the contact details for 2 referees indicating when these referees be contacted.

CVs and accompanying letters should be sent to **hr@landirani.org** by **6pm on Friday 25th May 2018**. Applications that are late and/or do not comply with the application guidance and which do not meet the essential criteria will not be considered. Interviews are scheduled to take place in Lilongwe during the week commencing Monday 4th June (precise dates to be provided to successful applicants).

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