



SUPREME SANITARY PADS JOB VACANCY

Job Title	Project Officer –Lilongwe
Salary	Upon Enquiry
Hours	40 hours per week
Accountable to	Supreme’s lead officer
Location	Lilongwe (urban)- involving monitoring in Dedza and Mchinji
Tenure	Fixed Term until February 2023 (contract renewed on an annual basis and performance review)

ABOUT SUPREME SANITARY PADS and TEAM GIRL MALAWI

Supreme Sanitary Pads is a social enterprise and charity. We are a not for profit organisation producing low cost, reusable sanitary pads and diapers, by Malawians for Malawians. Supreme also provides local training in making our products, good quality employment for staff we take on, as well as outreach Menstrual Health Management (MHM) workshops.

Supreme is a downstream partner within the Transformational Empowerment of Adolescent Marginalised Girls in Malawi project or “TEAM Girl Malawi”. We are the project’s partner for Skills Training (VT) and have just completed VT’s pilot project in 3 communities, one in Dedza, Mchinji and Lilongwe. We plan to scale up the project to reach more communities this year. With 20 participants in each community VT will potentially reach 1260 caregivers/guardians and girls until project end. It will provide income generating skills in reusable sanitary pad, bag and school uniform making to parents and guardians as well as girls who have been through Complementary Based Education (CBE).

CBE is run by a consortium partner and is aimed at girls aged 10–19 who have never been to school or who dropped out of school without gaining functional literacy and numeracy. Girls will be supported to complete two years of Complementary Basic Education (CBE), and then choose to re-enter primary school, undertake vocational training, or receive support to start a small business.

*Supreme Sanitary Pads believes that a child, vulnerable adult or person at risk should never experience abuse of any kind. We have a responsibility to work in a way that promotes the welfare of all and protects them from harm. We have a zero tolerance approach to any harm to or exploitation of a child or vulnerable adult by any of our staff, representatives or partners.



JOB PURPOSE

Supreme Project Officer will lead on delivering VT as part of the TEAM Girl Malawi project. They will be responsible for overseeing the running of VT centres, as well as Supreme's general roll within TEAM Girl Malawi and any other requests made by Supreme management.

Each VT course will run for 6 months delivering 4 hours of lessons per day, 3 days per week. The course will follow a curriculum in basic tailoring, reusable pad, bag, and school uniform making. Each Centre will enrol 20 participants per 6-month training course.

The project officer's work will be mainly based in Lilongwe. They will work with Supreme's lead project officer and finance and admin officer (based in Nkhata Bay), as well as consortium partner staff (based in Lilongwe and the 3 districts), and vocational trainers (based in communities throughout the 3 districts).

KEY RESPONSIBILITIES

- Ensure TEAM Girl Malawi's, and Supreme's internal, policies and procedures are known, enforced and up to date, including ensuring all VT staff are trained and adhering to the same
 - Carry out general HR activities and managing vocational trainers
 - Report any suspicions or incidents regarding child and vulnerable adult safety, as well as all other incidents, through the TEAM Girl Malawi Reporting Guidelines
 - Serve as primary point of contact when there are program issues related to VT and quality of service
 - Work with your line manager on procurement and expenditure. Record accounts, keep records up to date and report these regularly to your line manager
 - Ensure efficient and accountable use of project budget
 - Maintain and safely keep accurate and up-to-date VT centre records.
 - Carry out VT Monitoring and Evaluation activities, process data, and submit regular reports to your line manager
 - Work closely with stakeholders (consortium partners, vocational trainers, Supreme management)
 - Contribute towards the TEAM Girl Malawi's overall aims and objectives
 - Representing Supreme on all TEAM Girl activities
 - Stay up to date on developments in the Micro-enterprise, Product Development, and Menstrual Health fields. Continuous Professional Development through participating in educational opportunities; reading professional publications; maintaining work networks; studying market trends
 - Work with Vocational Trainers, reflect on learners' performance and implementing strategies to help them overcome barriers, including learning or attendance challenges.
 - Act as key contact person to relay any information relating to child and vulnerable adult protection and safeguarding – to the relevant authorities, to your line manager and other relevant TEAM Girl Malawi staff, in accordance to TEAM Girl Malawi's reporting guidelines.
 - Respond to any matters and carrying out any duties as requested by your line manager,
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PERSON SPECIFICATION

EXPERIENCE, SKILLS AND QUALIFICATIONS

Essential

- Preferably a University Bachelor Degree in a relevant area
- At least 3 years previous experience in a similar role
- Excellent organisational and communication skills
- Ability to work under tight deadlines
- Ability to manage other personnel
- Experience in report writing and presentations
- Creative thinking and problem solving skills
- Must be competent in computer and IT skills
- Knowledge of child and human rights and child protection
- Good facilitation skills that including the ability to listen and understand needs
- Ability to communicate in English and Chichewa (verbal and written)
- Self-motivation and ability to work with minimal supervision
- Experience in budget development, forecasting, expenditure and oversight
- Willing to travel for work, including overnight stays in different districts
- Willing to work weekends/ evenings when required

Desirable

- Experience working in Safeguarding and/or Skills Training
 - Ability to facilitate workshops and trainings
 - Experience in conflict resolution/ crisis management
 - Experience working with marginalised groups (e.g. people with disabilities, young mothers)
 - Have a strong passion for working in the area of Menstrual Health
 - Experience in tailoring/ using sewing machines
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APPLICATION NOTES

- You need to fill in a standard application form that can be found at www.suprememalawi.com/jobs
 - Email your filled out application form to recruitment.supreme.malawi@outlook.com with the subject line "Project Officer Application".
 - References should be given that support a candidate's experience of and/ or suitability to work with children
 - Please note that successful candidates will undergo criminal record checks in line with Supremes' Child Safeguarding and Vulnerable Adult policy.
 - The closing date for applications is **5pm on Thursday 28th January 2020.**
 - Interviews will take place between the **1st to 4th February 2020.**
 - **Only shortlisted candidates will be contacted.**
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