



GOVERNMENT OF THE REPUBLIC OF MALAWI
MINISTRY OF LOCAL GOVERNMENT, UNITY AND CULTURE

1.0 INTRODUCTION AND BACKGROUND

Ministry of Local Government Unity and Culture is the lead implementing agency of a six-year programme known as Transforming Agriculture through Diversification and Entrepreneurship (TRADE) Programme. TRADE is a successor programme of Rural Livelihoods and Economic Enhancement Programme (RLEEP) and it is being co-funded by International Fund for Agricultural Development (IFAD) and OPEC Fund for International Development (OFID) whose overall goal is to contribute to improved sustainable livelihoods of rural people in Malawi through *Value Chain commercialisation and resilience of rural poor and smallholder's producers*". TRADE Programme specifically seeks to: (i) increase production and productivity by smallholder farmers; (ii) functionally upgrade smallholder farmers and the rural poor to undertake new functions such as processing, storage, packaging to capture more value; (iii) improve horizontal linkages by strengthening the capacities of cooperatives to provide market access functions to smallholder farmers; and, (iv) improve vertical linkages between stakeholders at different functional levels of the commodity chain, including private sector.

TRADE supports rural entrepreneurs, focusing on youths and women to develop and sustain their agribusiness enterprise opportunities and ensuring that commodities are nutrition sensitive. This objective is achieved through targeted support to smallholder farmers and



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non-farm actors to benefit from commodity markets, improved access to rural financial services, market and business development services and partnerships with the private sector.

The programme directly contributes to Pillar 1 and 3 of MW 2063. and Strategic objective 2 of the Malawi Country Strategic Opportunity (COSOP 2016-2021). Under the Ministry of Local Government as lead agency, TRADE is being implemented under 3 interlinked components namely: sustainable producer-private partnerships; enabling environment for smallholder commercialization and component; and, institutional support and programme management. With a total target of 300,000 households, TRADE covers Eleven (11) Districts of Mchinji, Ntchisi, Dedza, Blantyre, Kasungu, Nkhata-Bay, Rumphu, Karonga, Lilongwe Rural, Thyolo and Chitipa, focusing on Seven (7) commodities namely Groundnuts, Soybean, Sunflower, Potato, Dairy, Beef and Honey).

The Ministry of Local Government Unity and Culture, therefore, invites experienced candidates to fill various positions existing under the TRADE Programme as follows:

1. District Coordinator

Number of Positions: 1

Recruitment: National

Reporting to: Commodity Specialist

Job Purpose

The District Coordinator will be responsible for coordinating TRADE Programme activities in a designated cluster of Districts. The role involves stakeholder engagement, service provider oversight, and project monitoring to ensure successful programme implementation. The coordinator will also serve as the primary liaison between the Programme Management Unit (PMU) and District-level partners, including government agencies, NGOs, and private sector organizations.

Key Responsibilities and Duties



- Ensure active participation of district councils in programme implementation, including monitoring progress through field visits and quarterly review meetings.
- Develop and maintain collaborative partnerships with key stakeholders, including government agencies, service providers, agribusinesses, and farmer organizations.
- Identify and support agricultural production, agribusiness, and enterprise development initiatives based on existing constraints and opportunities.
- Facilitate the transformation of traditional marketing channels into coordinated value chain systems involving farmers, processors, retailers, and other commodity actors.
- Provide technical assistance to NGOs and private service providers, ensuring they effectively support farmer groups in commercial development activities.
- Compile and submit quarterly progress reports to the Commodity Specialist as part of PMU reporting.
- Facilitate the establishment of District Support Teams consisting of key government and Programme stakeholders.
- Organize and lead quarterly review and planning meetings with district Programme support teams.
- Oversee the work of service providers, ensuring adherence to project design and TRADE Programme objectives.
- Provide technical and logistical support for community engagement activities and networking initiatives that enhance value chain development.
- Ensure effective administration and coordination of cluster offices.
- Perform any other duties as assigned by the Commodity Specialist.

Minimum Qualifications and Experience

- A Bachelor's degree in Agribusiness, Economics, Business Administration, Development Studies, or a related field.
- At least five years of experience in agriculture-oriented economic development, agribusiness, and contract management.
- Demonstrated expertise in project and enterprise planning techniques.
- Strong project management experience.
- Commitment to improving rural livelihoods, with a particular focus on women and vulnerable groups.
- Experience in multi-stakeholder engagement and partnership development.

2. Regional Environment and Climate Change Officer (Central Region)

Number of Positions: 1

Recruitment: National

Reporting to: Environment and Climate Change Specialist

Job Purpose

The Regional Environment and Climate Change Officer will oversee climate resilience and environmental management activities in the Central Region, ensuring compliance with the Social, Environmental, and Climate Assessment Procedure (SECAP). The officer will also support policy dialogue, institutional coordination, and capacity building at the district level.

Key Responsibilities and Duties

- Provide technical support for the implementation of environmental and natural resource management activities under the TRADE Programme.
- Ensure that climate resilience and environmental management indicators are incorporated into the Programme's Monitoring and Evaluation (M&E) system.
- Facilitate baseline studies that integrate environmental and climate change data at the district level.
- Support the development and execution of Environmental and Social Management Plans (ESMPs).
- Conduct technical reviews of environmental management and climate change adaptation plans for infrastructure and value chain activities.
- Organize capacity-building workshops for Programme stakeholders, including service providers, district councils, and community-based organizations.
- Provide strategic guidance on climate resilience planning, implementation, and monitoring through field visits and technical assistance.
- Contribute to the preparation of the Annual Work Plan and Budget (AWPB).
- Ensure compliance with national and international environmental regulations relevant to TRADE activities.

Minimum Qualifications and Experience

- A Bachelor's degree in Natural Resource Management, Environmental Science, Agriculture.
- At least five years of experience in climate change adaptation and environmental management.
- Strong knowledge of climate resilience strategies, natural resource governance, and environmental regulatory frameworks.
- Experience in GIS-based mapping and environmental data analysis.
- Proven ability to facilitate policy discussions and stakeholder coordination.

3. Procurement and Contracts Officer

Number of Positions: 1

Recruitment: National

Reporting to: Procurement and Contracts Specialist

Job Purpose



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The Procurement and Contracts Officer will support the management of procurement processes and contract administration to ensure compliance with Government of Malawi (GoM) procurement regulations and IFAD Procurement Guidelines.

Key Responsibilities and Duties

- Assist in developing procurement systems and ensuring compliance with procurement regulations.
- Facilitate the preparation and consolidation of Annual Procurement Plans (APPs).
- Review and ensure compliance with procurement manuals for Programme partners and grant recipients.
- Train Programme implementers on procurement processes, terms of reference development, and bidding procedures.
- Prepare bidding documents and ensure transparency in procurement processes.
- Maintain accurate procurement records in line with IFAD and GoM audit requirements.
- Provide technical guidance on contract management, monitoring supplier performance, and ensuring compliance.

Minimum Qualifications and Experience

- A Bachelor's degree in Procurement and Supply Chain Management, Business Administration, or Logistics.
- Membership in the Malawi Institute of Procurement and Supply (MIPS).
- At least seven years of experience in procurement and contract management.
- Experience in managing donor-funded programme contracts.

4. FINANCIAL MANAGEMENT SPECIALIST

No. of positions: 1

Recruitment: National

Reporting to: National Programme Coordinator

Job Purpose

The Financial Management Specialist (FMS) will be responsible for financial management of the Programme and for maintaining all project accounts in good order. As head of the Finance Unit, the FMS will take charge of all matters in the Programme accounting cycle. The Programme accounting cycle to be overseen by the FMS, starts from financial related inputs in Annual Workplan and Budget preparation and budget control, committing funds, disbursements and cash flow management in



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an effective and efficient manner, financial reporting to ensure smooth audits and facilitation of supervision missions on all financial management aspects.

Key Responsibilities and Duties

- Installation of appropriate accounting/reporting systems to ensure that the Programme Support Unit and especially the National Programme Coordinator are regularly informed of on-going financial activities and transactions. Ensure that TRADE structure in terms of its components, sub-components, categories, activities, and approval limits is accurately profiled in the Government of Malawi (GOM) Integrated Financial Management System;
- Ensure timely capture of TRADE in the GOM budget as required by the GOM budgeting processes and calendars;
- Communicate to all implementing partner institutions, service providers and grantee recipients their financial responsibilities, the funds available and how to access the funds, and the requirements of reporting and record keeping in accordance with prevailing government practices which are acceptable to IFAD;
- Maintain all accounting records in a form appropriate for regular auditing (at least once a year);
- Ensure that all project funds are used in accordance with the conditions of the financing agreements, with due attention to economy and efficiency, and only for the purposes for which the funds were provided;
- Ensure that counterpart funds have been provided and used in accordance with the conditions of the financing agreements, with due attention to economy and efficiency, and only for the purposes for which they were provided;
- Ensure that all necessary supporting documents, records and accounts are kept in respect of all project activities, with clear linkages between the books of account and the financial statements presented to the financiers;
- Ensure that designated accounts are maintained in accordance with the provisions of the financing agreement and in accordance with the financier's rules and procedures;
- Ensure that the financial statements are prepared in accordance with International Public-Sector Accounting Standards as adopted in Malawi;
- Liaise with external auditors to audit the Programme accounts to meet the required submission dates by IFAD;
- Oversee tax matters of the Programme, ensuring that tax exemptions for the procurement of goods for the Programme are secured at the appropriate time;
- Process documentation and follow up on disbursements from the IFAD to ensure that releases are not delayed. Ensure that funds for Programme implementation are



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disbursed in a timely manner to enable Programme interventions to be carried out on time;

- Prepare and submit regular withdrawal applications to IFAD and follow up to ensure that the Programme does not run short of liquidity;
- Follow up on all project funds released to implementing partners for timely retirement and proper utilization;
- Ensure that Statements of Expenditure (SOEs) are carefully compared for eligibility with relevant financial agreements and the disbursement handbook, and with budget control discipline;
- Ensure that fixed assets are well accounted for and annual verification is undertaken of the condition of assets and their location;
- Prepare informative management accounts in the form of monthly, quarterly, semi-annual and annual reports regarding aspects of Programme financial monitoring bringing out variances and advising implementers as to the limits of expenditure;
- Act as a counter-signatory to Programme fund releases as required for Programme financial transactions and also sign as witness to contracts as much as possible;
- Carry out any other activities that are assigned by the National Programme Coordinator.

Qualifications

- Professional accounting qualification plus first Degree in either of the following; Accounting, Finance, or Business Administration;
- At least 7 years' experience in the financial and administrative management of Programmes or businesses with similar funding budgets and staff complements to the Programme in the public;
- Private, NGO sectors and specific private sector/commercial accountability and experience will be a pre-requisite for selection;
- Experience in development partner supported programme accounting with similar setting will be an added advantage.

5. Infrastructure Engineer

Number of Positions : 1
Recruitment : National
Reporting to : Infrastructure Specialist

Job Purpose

The Infrastructure Engineer will provide technical support for the planning, design, and implementation of TRADE Programme infrastructure projects. This role includes



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supervision of construction works, contract management, and collaboration with district councils to ensure adherence to project specifications.

Key Responsibilities and Duties

- Assist in developing work plans, tender documents, and project budgets.
- Provide technical backstopping and supervision of TRADE-supported infrastructure works.
- Participate in road and bridge surveys, including the design and preparation of technical drawings and tender documents.
- Assist in contract management to ensure quality assurance and compliance with engineering standards.
- Verify work completion and certify payments for contractors.
- Maintain accurate records of project activities and infrastructure development progress.
- Compile quarterly progress reports, consolidating feedback from district councils.

Minimum Qualifications and Experience

- A BSc in Civil Engineering from a recognized university.
- At least five years of experience in rural infrastructure development and maintenance.
- At least 3 years' Experience in donor-funded projects, contract management, and site supervision is an added advantage.
- Proficiency in AutoCAD, MS Project, and other engineering software.

6. Administrative Assistant/Receptionist

Number of Positions : One (1)
Recruitment : National
Reporting to : Administrative Officer

Job Purpose

The key role of the position is to provide administrative and secretarial support to the Programme. The position holder will be part of the PMU team and provide administrative functions to ensure that administrative support is adequate at all times and that the Programme is not hampered by administrative hiccups. The officer will work closely with the Administrative Officer, Procurement and Contracts Specialist and Finance Management Specialist.

Key Duties and Responsibilities

Specific functions of the administrative assistant shall include but not limited to the following:

- Provide office support services including ensuring that office equipment is in good working order at all times.
- Assist management of cleaning and guarding services
- Support travel schedules and diary of technical personnel in the PMU
- Support organization of Programme meetings, workshops, trainings and any other business forums for technical staff
- Take minutes in official meetings involving the Technical Staff and any other officers on need basis.
- Support logistical arrangements for workshops, trainings and TRADE functions.
- Support the maintenance of effective filing system for the office.
- Manage the reception area and tend to visitors.
- Ensure proper coordination and logistical support of field activities.

Minimum Qualifications and Experience

- Degree in Business Administration or related field from a recognized University.
- At least 2 years' experience as an administrative assistant or Receptionist in donor funded projects.
- Proficiency in Office Management software.
- Sound public relations, Organisation and interpersonal skills

Required Competencies and Attributes

The post requires a person with:

- Competences in the use of word processing, power point and excel spread sheets.

All applications, with attached copies of professional and academic certificates, National ID, Curriculum Vitae and evidence of membership to a relevant professional body, should be hand delivered or sent to the following address, not later than 14th June, 2025:

The Secretary for Local Government, Unity and Culture,
 Ministry of Local Government, Unity and Culture,
 Post Office Box 30312,
 Lilongwe 3.
 (Room 12)
 Email:npc@tradeprogramme.org

