

Position title: Project Coordinator

Location: OSSEDI Malawi

Application deadline: 20 November 2024

Application instructions: Interested candidates should submit their CV and cover letter to recruitment@ossedim-malawi.org.

About

OSSEDI

Malawi

OSSEDI (Organization for Sustainable Socio-Economic Development Initiatives) is a local non-governmental organization dedicated to creating sustainable change at the grassroots level. We work collaboratively with communities and stakeholders to improve livelihoods through environmental, agricultural, and agribusiness initiatives, promoting sustainable growth and development.

Position

Summary

The Project Coordinator will lead our district-level projects, ensuring that project staff, stakeholders, and community members are engaged and coordinated effectively. This role is essential for driving meaningful impact in our target communities. The ideal candidate should have strong skills in staff development, grant proposal writing, and community mobilization. They should also be committed, humble, and willing to work within a local NGO setting.

Key Responsibilities

- District-level coordination:** Oversee and coordinate project activities at the district level, maintaining effective communication with project staff and other stakeholders.
- Staff capacity building and coaching:** Guide and support junior project staff, providing coaching and training to ensure effective project implementation and professional growth.
- Grant proposal development:** Develop and submit compelling grant proposals to secure project funding, aligning with OSSEDI's goals and donor requirements.
- Community mobilization and facilitation:** Lead efforts in community mobilization, ensuring active participation and engagement with local beneficiaries and stakeholders.
- Stakeholder engagement:** Build and maintain strong relationships with district-level stakeholders, including local government, partner organizations, and community leaders.
- Environmental, agriculture, and agribusiness interventions:** Implement and manage initiatives focused on environmental sustainability, agriculture, and agribusiness development.
- Motorcycle riding:** Operate a motorcycle for efficient field visits and community engagement across project sites.

Required qualifications and skills

- Proven experience in project coordination at the district level, ideally within a community development or NGO setting.
- Strong knowledge of stakeholder engagement strategies and community facilitation.
- Ability to develop and manage grant proposals for project funding.
- Demonstrated skills in junior staff development, including capacity building, mentoring, and coaching.
- Excellent communication and mobilization skills for effective community interaction.
- High level of commitment, humility, and readiness to work within a local NGO setting.
- Motorcycle riding proficiency, with a valid license.
- Knowledge of environmental, agricultural, and agribusiness interventions is a plus.

How to Apply

Please submit your **CV and cover letter** to recruitment@ossedi-malawi.org by **20 November 2024**. Only shortlisted candidates will be contacted.

Best of luck with your application process!