

**Position Title:** Project Delivery Lead  
**Position Location:** Malawi  
**Reports to:** Director of Programs  
**Supervises:** iHEARD project team  
**Works closely with:** Head of Projects; Project Resource (Financial) Analyst, Specialty Team Managers  
**Application deadline:** 9 April 2021  
**Start date:** 1 May 2021

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## Background

Starting in May 2021, Farm Radio International (FRI) will implement the 5-year project “Innovations in Health, Rights and Development (iHEARD) in Malawi with a consortium of health, education and communication partners, led by CODE, a Canadian educational organisation. The project will dismantle barriers to sexual and reproductive health and rights (SRHR) for adolescent girls and young women (AGYW) in Malawi, who are particularly vulnerable in terms of SRH and human rights violations. FRI will work with a group of communication organisations, internationally and in Malawi, bring radio, mobiles and interactive voice response (IVR, social media and interpersonal communication into a coherent social and behaviour change communication program.

## KEY AREAS OF RESPONSIBILITY

The Project Delivery Lead is responsible for the overall successful implementation of the project, including

1. Social and behaviour change communication (SBCC) leadership: strategy design, coordination and implementation - 20%
2. Project planning, coordination and monitoring - 50%
3. Project analysis and reporting - 20%
4. Special assignments - 10%

### 1. Social and behaviour change communication (SBCC) leadership: strategy design, coordination and implementation

The Project Delivery Lead is responsible for developing a comprehensive SBCC strategy for the project, working closely with five communication partners, internationally and in Malawi, and coordinating with consortium members in education and health services to ensure synergy with the two other pillars of the overall project. The strategy will guide the communication work of the partners over the duration of the project. The Project Delivery Lead will lead the implementation of the strategy, including monitoring and evaluation.

### 2. Project planning, coordination and monitoring

The Project Delivery Lead is responsible for developing and monitoring a comprehensive Project

Implementation Plan (PIP), including a work plan, spending plan and the SBCC strategy, which guide the entire organisation and Farm Radio's partners in executing the project.

The Project Delivery Lead is also responsible for coordinating the Farm Radio project team, including a project finance officer, and linking to Farm Radio's five Specialty Teams and Senior Management. The Project Delivery Lead also leads on coordination with the lead partner, CODE, the sub granted collaborating organisations (Girl Effect, Viamo and Women & Children First/MaiKhanda) and with Farm Radio's long standing strategic partner, Farm Radio Trust in Malawi.

Duties include the following:

- Develop the project implementation plan (PIP), including an overall work plan, using Farm Radio and funder templates and processes
  - Ensure appropriate inputs from Specialty Teams, Regional Officers and Country Teams
  - Ensure the timely delivery of a coded budget and comprehensive spending plan by the Finance Team
  - Ensure acceptance of the PIP by the funder via the lead project agency, CODE
- Oversee any revisions to the PIP, including inputs by Teams and internal and external approvals
- Oversee the project structure for planning and monitoring
  - Ensure Specialty Teams and partner agencies develop and monitor quarterly work plans
  - Monitor the overall execution of quarterly work plans and spending plans
- Facilitate regular meetings of the communication steering group
- Coordinate regular program team meetings
- Liaise between teams to ensure inputs to shared documents and overall coordination
- Serve as the primary focal point for the project's communication pillar
  - Ensure issues and items raised by the other partners and the funder are addressed by the appropriate Farm Radio International staff in a timely manner
  - Maintain regular contact with partners
- Oversee the engagement and monitoring of the sub-recipients/collaborating organisations: Farm Radio Trust, Girl Effect, Viamo and Women & Children First/MaiKhanda

### 3. Project analysis and reporting

The Project Delivery Lead collates results and data emerging from the project and, following analysis from different teams, crafts it into project reports, both internal and external.

- Oversee the project structure for reporting, including a clear description in the PIP
  - Ensure relevant results, data and reports are provided by Finance and Specialty Teams as well as communication sub-recipients
- Prepare monthly progress and insight briefs for senior management and the project's lead partner
- Record high-level data on a monthly basis in the Farm Radio Project Implementation Table
- Deliver detailed quarterly reports, gathering results and insights from Teams

- Drawing on inputs from Teams, delivers comprehensive reports as per the funding agreement and project workplan
  - Liaises with the Project Resource Analyst to ensure that all financial reporting requirements are met and shared in a timely manner
- Ongoing link to the Farm Radio Communications Team in order to launch and promote the project, share results, etc.

#### 4. Program development

The Project Delivery Lead develops a strong relationship with representatives of the iHEARD funder, including a forward-thinking line of dialogue with project leads and decision-makers a view to project sustainability and further funding, i.e. beyond the initial term of the project, as well as for new projects. These efforts may extend to other funders in Malawi and other parts of East and Southern Africa.

#### QUALIFICATIONS

- Advanced degree or equivalent experience in international development, public health, management or a field directly related to the position
- At least 5 years' experience with social and behaviour change communication (SBCC) strategy and programming
- At least five years' experience in managing complex SBCC, communication-for-development or ICT-for-development projects, including results-based management, financial planning, contract negotiation, program reporting and staff oversight
- Significant knowledge of sexual and reproductive health and rights, gender equality and inclusion, as well as women's rights, and experience in integrating these practices and principles into project management
- Fluency in English is a requirement
- Excellent cross-cultural communication skills
- Excellent organisational skills and ability to work under pressure and meet deadlines

#### Applications:

**Farm Radio is an affirmative action employer. Women, people of colour and members of equity-seeking communities are strongly encouraged to apply. We welcome and encourage applications from people with disabilities and accommodations are available on request for candidates taking part in all aspects of the selection process.**

To submit your application, send your CV to [jobapps@farmradio.org](mailto:jobapps@farmradio.org). Only those candidates selected for an interview will be contacted. No phone calls please.