



The Small Scale Livestock and Livelihoods Program (SSLLP) with funding from Flanders International Cooperation Agency (FICA) is implementing the Support to Livestock Extension and Training Services project (SLETS) in Ntchisi, Kasungu, Mzimba, Nkhata Bay, Rumpi and Karonga districts. The main objective is to improve delivery of livestock extension services and increase livestock production for a period of three years.

SSLLP is now seeking qualified and experienced personnel to fill the following vacant positions:

1. **Finance and Administration Officer** (1 Position based in Lilongwe)
Duration: 30 Months with the possibility of extension
Start Date: **As soon as possible not later than 1st March, 2013**

Main Duties and Responsibilities:

- Providing overall administrative and financial management to the operations of SLETS project
- Providing administrative and financial procedures for SLETS project to ensure compliance with Donor policies and other accountability standards
- Preparing project financial reports for submission according to the project requirements as well as those of the donors
- Ensure positive cash and bank balances
- Maintaining project financial and accounting records
- Conducting monthly bank reconciliation for the project
- Managing project asset delivery
- Handling all personnel and human resources matters in relation to the project
- Providing sound financial advice for project implementation
- Ensuring procurement of project materials is done accordingly with regard to FICA and SSLLP's guidelines on procurement of project materials

Skills and Qualifications:

The ideal applicant should have the following attributes;

- Have a diploma in accounting (PAEC or CAT) with over five years experience in handling financial and administrative duties preferably with an NGO.
- Be proficient in computer applications including Microsoft word and excel as well as Sage line Accounting software.
- Be self-motivated, honest and hard-working
- Have strong organizational and communication skills
- Strong administration and management capacity

- **Field Coordinator** (5 Positions based in Ntchisi, Kasungu, Mzimba, Nkhata Bay and Rumphi)
Reporting to: Project Manager
Duration: 30 Months with possibility of Extension
Start Date: As soon as possible not later than 1st March, 2012.

Main Duties and Responsibilities:

The ideal applicant will be responsible for;

- Planning and implementation of training answerable to the Project Manager for all technical matters regarding the project
- Conduct participatory community mobilization, beneficiary selection and training of livestock farmers
- Disseminate relevant livestock production information in line with government initiatives and integrate livestock production in rural community farming systems
- Coordinate project implementation at district and community level with relevant government staff
- Train training teams for training of community livestock lead farmers and facilitate trainings of the lead farmers
- Provide periodic monitoring and reporting of project progress including keeping of an updated list of beneficiaries and livestock numbers in the project areas
- Document major successes and setbacks of project delivery to allow for improved project implementation
- Develop and maintain strong relationships within and outside SLLP including the Government extension staff, partner institutions, community based organizations, businesses and community leaders in the project areas
- Incorporate cross-cutting issues of gender, HIV/Aids, Disaster risk reduction and management as well climate change using the “Climate lens” in project implementation
- Develop monthly field action plans in consultation with the Project Manager and relevant partners including the government

Skills and Qualifications:

The ideal applicant should have:

- Relevant education at least at diploma level in either animal health and livestock production or agricultural extension.
- A minimum of five years experience at a similar level working in livestock extension related projects in an NGO or the government.

Interested persons should apply for these positions by sending a cover letter with up-to-date curriculum vitae with three traceable referees to the following address;

The Executive Director
Small Scale Livestock and Livelihoods Program (SLLP)
P.O.Box 1604
Lilongwe.
Email ssllp@smallscalelivestock.org.

Application should not arrive no later than 24th January, 2013. Only shortlisted candidates will be conducted. Small Scale Livestock and Livelihoods Program (SLLP) is an equal opportunity employer.