



Rural  
Poultry  
Centre  
Malawi

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## RPC Program Manager

### Job Description

The Rural Poultry Centre (RPC) is a local NGO in Malawi registered under the Trustees Incorporation Act of 1962. RPC exists to promote the needs of smallholder poultry farmers throughout Malawi and to raise livelihoods and contribute to improved nutrition in rural areas of Malawi. RPC adopts a keep-it-simple philosophy with an emphasis on effective support at the grass roots level. RPC is an equal opportunity employer.

The **Program Manager** role is a permanent position, requiring a high level of maturity, commitment, and leadership. Reporting to the Director, the Program Manager is responsible for the comprehensive management of all aspects of our NGO's operations. This includes overseeing strategic planning, financial control, logistics, and providing critical policy guidance. The ideal candidate will demonstrate the capacity to shape the organization's future direction, ensure the efficient use of resources, and support the implementation of impactful community development initiatives.

#### Duties and Responsibilities:

- Corporate governance:
  - Maintain familiarity and commitment to the corporate values, policies and core pillars of governance adopted by RPC and provide input for further development of same.
  - Sensitise staff and provide ongoing guidance on those corporate values etc, and factors affecting them.
- Overall responsibility for effective and efficient operations of the NGO:
  - Design and plan strategies for implementation of high quality projects and programs that support RPC's mission, vision, and goals.
  - Understand, follow and promote prescribed procedures in respect of financial and operational activities.
  - Contribute to development of budgetary and financial decisions and reports.
  - Analyse and assess risks in the context of project implementation and related activities.
  - Monitor and oversee activities and programs to ensure achievement of objectives and milestones; assist in anticipation of threats and resolution of problems.
  - Engage with partner institutions across a wide spectrum to follow up opportunities, ensure effective collaboration and cooperation, and to pre-empt conflicts, impediments or delays to RPC's programs.
  - Ensure corporate compliance with relevant regulatory requirements applicable to RPC.
  - Stand in for the Director on occasions of absence.
  - Prepare reports and provide policy advice as appropriate for the Board of Trustees.

- Conduct desk research/literature searches and compile syntheses of information relevant to the work of RPC.
- Support the creation and appropriate dissemination of knowledge products that emerge from RPC or other programs and partnerships.
- Undertake other related activities as directed.
- Safety, security and conduct:
  - Be familiar with and adhere to the applicable requirements of RPC and the funding agencies in respect of human resources, codes of conduct, child protection, safety and security.

**Qualifications and experience:**

- A tertiary qualification in animal production and/or animal health from a recognised institution.
- Five years experience in a suitable similar position, preferably involving livestock and rural communities, and with clear responsibilities for cohesion and teamwork.
- Demonstrated ability and previous experience in writing and leading successful proposals.
- Commitment to the medium term Strategic Plan and aspirations of RPC as it grows and expands.
- Ability to work as a member of and lead a cohesive team.
- Demonstrable competency in communication, negotiation and consultation.
- Creativity and analytical ability in approaching challenges and seeking solutions.
- Familiarity with issues of gender and disability.
- A good working knowledge of the mainstream IT programs and the ability to learn and use electronic data collection programs for use in surveys, data analysis, communications etc.
- A current license to drive a motor vehicle is desirable.

**Key relationships:**

Immediate supervisor: The Director, RPC.

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**Selection Criteria**

**Essential:**

- A tertiary qualification in animal production and/or health, or a related field, from a recognised institution.
- Experience in a suitable similar position, preferably involving livestock and rural communities, and with clear responsibilities for cohesion and teamwork.
- Ability and previous experience in writing and leading successful proposals.
- Ability to work as a member of and lead a cohesive team. Record of loyalty and team leadership in previous assignments - demonstrable through references.
- Competency in communication, negotiation and consultation, including in unfamiliar or challenging environments. Technical competence in relevant disciplines. Resourcefulness in the face of challenges.
- Ability to handle cash securely and properly acquit financial advances for events such as training courses etc.

- Ability to work effectively in the absence of close supervision.
- Commitment to the Mission, Strategic Plan and aspirations of RPC as it grows and expands. Knowledge of and willingness to conform with RPC's Code of Conduct and associated policies and standards.
- Referee reports corroborating applicant's claims.

**Desirable:**

- A good communicator with good general knowledge of the mainstream IT programs and the ability to learn and use electronic data collection programs for use in surveys, data analysis, communications etc.
- Creativity - ability to analyse critically data, observations, ideas, scientific reports, information sources, and translate that into creative feedback in terms of oral or written communications.
- Willingness to undertake work and field activities under less than ideal conditions.
- Able to manage time effectively. Able to plan and negotiate effectively.
- Current motor vehicle drivers license.
- Women are particularly encouraged to apply.

**RPC is an equal opportunity employer.**

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**How to apply:**

Applications must be made via the RPC website at:

<https://ruralpoultrymalawi.org/sub-app-program-mgr.html>

Applications received by any other means will not be accepted nor acknowledged.

Closing date for applications is 16 February 2025.

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