

Department: Programmes

Responsible to: Programme Delivery Manager

Location: Malawi

Contract length: Permanent

Our vision

That every child receives one daily meal in their place of education and that all those who have more than they need, share with those who lack even the most basic things.

Our mission

To enable people to offer their money, goods, skills, time, or prayer, and through this involvement, provide the most effective help to those suffering the effects of extreme poverty in the world's poorest communities.

Our values

Confidence in the innate goodness of people – respect the dignity of every human being and family life – good stewardship of resources entrusted to us.

Job purpose

The School Feeding Manager will be responsible for overseeing the day-to-day implementation of Mary's Meals SFP programme in the assigned area of work. This post will undertake supervision of School Feeding Officers (SFO) to ensure the SFOs adhere to SFP minimum standard operating procedures, track performance of schools in key metrics, and engage key district and local SFP stakeholders in delivering a safe and hygienic daily meal to children in their place of education.

Key activities

General & Programme

1. Provide leadership to the School Feeding Officers under your supervision and ensure compliance with school feeding standard operating procedures, organisational guidelines, and policies.
2. Reinforce SFOs school monitoring by reviewing and approving workplans, and working with Quality Assurance to review visit frequencies based on coefficient scores.
3. Consolidate and review data and information submitted by School Feeding Officers (SFOs) using Salesforce and SharePoint making sure data is verified, validated and errors are eliminated.
4. Use data available to you to assess performance of schools and take corrective action including visiting schools only when necessary while reporting the same to the Programme Delivery Manager.
5. Assist the Programme Delivery Managers and the Quality Assurance team in tracking Programme performance through timely review and submission of weekly and monthly data on key metrics.
6. Timely review and resolve tasks assigned to you and follow up on tasks assigned to your SFOs for timely resolution.
7. Monitor school performance through regularly checking visit checklist scores, feeding day trends, attendance and enrolment, and stock checks.
8. Coordinate and work in harmony with Quality Assurance, Programme Operations, Programme Development, and Service to ensure that all programme objectives are achieved on time, in an efficient manner and in line with the organisation budget
9. Ensure all activities are undertaken in accordance with MM standard operation procedures, policies, and guidelines.
10. To Represent Mary's Meals in meetings at zonal and district level
11. Conduct monitoring, supervision and provide coaching and mentoring to SFOs to ensure that in turn they provide the necessary support to Headteachers, SHN Teacher, SHN Committee, and volunteers in guaranteeing that SFP is implemented to the minimum expected standards.
12. Produce and compile periodic, monthly, end of term and annual reports to inform programme direction.
13. Review and check Big Books, Volunteers Book, and Visitors Books during each school visit to ascertain if the SFOs are visiting the schools based on the allocated visit frequency and are also verifying stock balances every time the visit schools.
14. Advise the Programme Delivery Manager of issues arising which affect the proper operation of the programme. Resolve issues based on advice provided.
15. Liaise with schools, local government, local community leaders and other organisations to ensure the efficient implementation of the programme.
16. To provide feedback on the lessons learned from the implementation of field activities and make recommendations for improvements as required.

Administration

17. Ensuring members of the programme team are conversant with all policy requirements and that they are complying with the same.
18. Managing the performance of School Feeding Officers as per PDR process, including mentoring and coaching them
19. Ensuring the reputation of Mary's Meals is protected and promoted by all programme staff members.

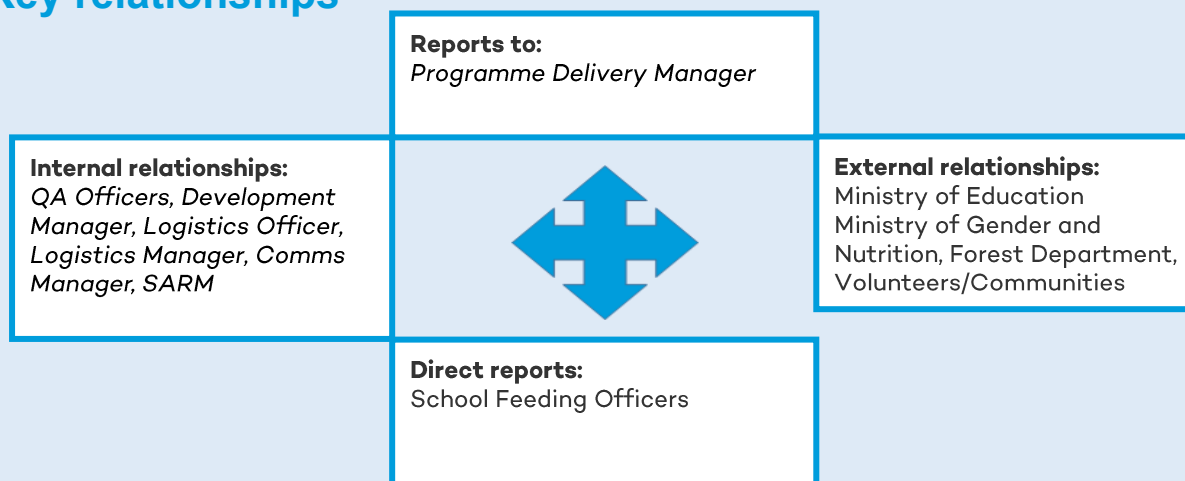
Logistics

20. Ensuring that programme resources given to members of School Feeding team are accounted for.
21. Track usage of organisation motorbikes, ensuring that users adhere to MMM Driving Policy. To include reviewing driving irregularities and infraction reports and giving feedback to Programme Operation on course of action.
22. Ensuring that the programme has all the necessary programme supplies which include cooking equipment (pots, stoves buckets) and food at all times as well as all SFOs necessary equipment (phones, motorbikes, riding gears, etc.)
23. Collect, verify and analyse information required for delivery of programme goods (food, pots and stoves). Ensuring that the information for delivery of programme food is correct and timely; and also, organization assets and equipment are taken care of and that staff are practising due diligence when dealing acting for Mary's Meals.

Communications

24. Assist the communications department as requested to achieve programme objectives.

Key relationships



Qualifications, skills and experience	Essential	Desirable
At least a first Degree in Development studies, Public Health, Nutrition, Community Development, Community Nursing, Education or any of the social sciences.	✓	
At least three (3) years project/programme experience two of which should be at a management and team leadership level in an NGO environment with responsibility for managing staff, activities, financial resources, assets and external relationships.	✓	
Strong leadership skills including ability to be in control of delegated responsibilities	✓	
Interpersonal Communication Skills	✓	

Strong reporting skills and experience in developing donor reports.	✓	
Working independently with limited supervision	✓	
Practical experience of programme monitoring and evaluation.	✓	
Practical knowledge and experience of writing donor reports and funding applications	✓	
Proven ability to work to programmes and meet deadlines	✓	
Ability to evaluate and analyse large volumes of diverse data.	✓	
Well-developed community mobilization skills	✓	
Good knowledge of financial management in the NGO sector.	✓	
Computer literate in Microsoft packages especially Excel and Word	✓	
Energy and self-motivation.	✓	
Outstanding ability to self-organize	✓	
Flexibility in extensive travelling	✓	
Possess a valid driving licence.	✓	
Knowledge and experience of digital data management systems		✓

Mary's Meals International team member competencies

All Mary's Meals International employees approach their role in line with the 7S competency model.

Self	<ul style="list-style-type: none"> • I demonstrate resilience • I lead by example • I'm authentic and true to Mary's Meals values • I develop myself and set stretching goals
Service	<ul style="list-style-type: none"> • I have a vocational attitude to my work • I inspire hope in others • I build belief that even difficult challenges can be solved • I am committed to serving and enabling all who want to be part of the global movement • I work to ensure our future will be even better than our past

Simplicity	<ul style="list-style-type: none"> • I communicate effectively • I follow clear decision-making criteria • I create plans that are easy to follow and contribute to organisational goals • I embrace inclusivity and diversity • I focus on delivering results
Stewardship	<ul style="list-style-type: none"> • I pay attention to the things that matter – (a) our physical resources; (b) our people • I nurture, develop and respect our relationships with external stakeholders • I deliver on my promises • I am happy to be held accountable and to hold others to account
Strategy	<ul style="list-style-type: none"> • I have a point of view about the future • I know our stakeholders and see our priorities clearly • I help others to work in ways that have the greatest impact • I work to deliver my objectives
Strengthen	<ul style="list-style-type: none"> • I contribute to a positive work environment • I help and support those around me
Success	<ul style="list-style-type: none"> • I maintain my technical competence • I contribute to the success of my team • I am accountable • I embrace change

Changes to the job description

As the organisation evolves, job descriptions may need to be reviewed and if appropriate, changed. Such changes may be initiated as necessary by the manager of this position in consultation with the employee. This job description may also be reviewed as part of preparations for the annual Personal Development Review.

Declaration of acceptance

I have read this job description and accept it.

Employee name.....

Signed Date.....