



CCAP SMART Centre



CCAP
SMART Centre
Malawi
Member of the SMART Centre Group

To support the work of the CCAP SMART Centre we are looking for a:

Centre Manager for our WASH Training Centre

Introduction

The CCAP Synod of Livingstonia Development Department (SOLDEV) through the CCAP SMART Centre is offering the position of Centre Manager at the CCAP SMART Centre. Interested candidates are invited to apply for the position. The position will be available from May 1st, 2019 onwards.

The CCAP SMART Centre is a training centre based in Mzuzu, with a focus on low-cost WASH techniques such as manual drilling, Rope pumps, solar pumps and various sanitation technologies; the so called SMARTechs. The Centre provides practical training to entrepreneurs in this sector and supports them in setting up a sustainable and viable business. Since its inception in 2012 the SMART Centre has been successful in supporting the local private sector and as a result over 25 companies are now active in WASH. To date over 700 new wells have been constructed and fitted with pumps.

The CCAP SMART Centre is part of the international 'SMART Centre Group', a network of five SMART Centres, coordinated by MetaMeta (www.smartcentremalawi.com or www.smartcentregroup.com).

We are looking for a candidate who is passionate about improving access to Water and Sanitation and who will be able to take over the Centre Manager position. As Centre Manager you are in charge of managing the team, to give direction in terms of long-term vision and planning and to ensure the future growth of the activities.

Task Description

- Contact with management of the Development Department and reporting to the Director of SOLDEV
- Contact with SMART Centre Group coordinator in the Netherlands
- Communication with external partners and donors, including developing proposals, budgets/quotations and reporting on activities.
- Representing the SMART Centre at national and international meetings and fora.
- Developing and monitoring the planning of SMART Centre activities, including trainings and long-term strategy.
- Writing and monitoring contracts for projects and sub-contracts for entrepreneurs/trainers.
- Managing the finances of the SMART Centre, in cooperation with the SOLDEV accountant.
- Monitoring and managing the team in terms of:
 - Work division and planning
 - Delegating responsibilities



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- Performance and output
- Internal communication
- Employment contracts
- With the team, set up and carry out technical trainings on the SMARTechs.
- End responsible for the writing of proposals for SMART Centre funding
- Monitoring/ following up/ supporting the trained entrepreneurs

Job Requirements

- Able to maintain overview of the organization and planning, also when circumstances change or are under pressure.
- Able to make decisions, based on the input of the team, also when there is no immediate consensus.
- Good communicator, both at donor/management level as well as with the trained entrepreneurs and within the SMART Centre team.
- Having a well-developed sense of urgency and able to act accordingly.
- Team player, in terms of creating a good working atmosphere at the SMART Centre.
- Experience with or good feeling for finances and financial planning.
- Professional and intellectual capacities at the higher professional education (BSc) or academic (MSc) level.
- Preferably a technical background in water management/agriculture/electrical engineering through both education and work experience.
- Experience of not less than 5 years on a similar or related position is required.
- Pro-active and able to take initiative in approaching donors and possible funders of SMART Centre activities.
- Person of integrity, honesty, reliability and Christian faith.

Application:

Does this description sound like the perfect match for you? Are you really passionate about developing your/the country? Please send a well written 1-page motivation letter in English and Curriculum Vitae (CV) of max 2 pages through e-mail to: info@smartcentremalawi.com

or by post to:

Executive Director
SOLDEV
P.O. Box 27



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Ekwendeni
Malawi

Only short-listed candidates will be contacted.

Application closes on Wednesday 3rd April, 2019

In case of questions or enquiries the following persons can be contacted:

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www.smartcentremalawi.com or www.facebook.com/smartcentremzuzu