TAPP / Malawi Job Description

Job Title: Programmes Officer

The Trustees of Agricultural Promotion Programme (TAPP) is a local Non-Governmental Organization (NGO). TAPP would like to engage suitably qualified person to fill the position of Programmes Officer.

Qualifications and skills

- Minimum of Bachelor’s Degree in Agriculture from a recognized institution.
- Must be self-motivated, innovative and be able to meet targets in a timely manner.
- Demonstrated solid experience and knowledge in large-scale project/program coordination and management.
- Demonstrated experience in writing winning proposals.
- Two or more years experience in managing staff, budgets and project activities.
- Experience in multi-disciplinary and multi-cultural management.
- Capacity to analyse and to resolve problems.
- Strong interpersonal and team skills.
- Ability to anticipate, plan, and organize and motivate team work.
- Excellent oral and written communication skills.
- Strong ability to lead, influence and convince.
- Computer literacy (Microsoft Office).

TAPP is an equal opportunity employer therefore women, and the disabled are particularly encouraged to apply.
Method of Application

Interested candidates should submit their application and Curriculum vitae (CV) including three traceable referees by 12 January 2015 through the address below or email to: tapp@tappmalawi.org

or

The Executive Director, TAPP
LPMU Headquarters
Likuni Road, after Lilongwe Cold Storage Co, Limited
P/Bag A21
Lilongwe, MALAWI
Email: tapp@tappmalawi.org

NOTE: Please Name your application letter in this format, Post + Full Name