



VACANCY ANNOUNCEMENT

On Behalf of:



Malawi Milk Producers Association (MMPA)

1.0 BACKGROUND:

Farmers Voice Africa (FAVOA), on behalf of Malawi Milk Producers Association (MMPA), an apex organization dedicated to promoting milk production and productivity among smallholder farmers in Malawi, is proud to announce the call for applications.

MMPA's mission is to scale up sustainable dairy production, marketing, and consumption to ensure sustainable income, nutrition well-being, and job creation across the country. MMPA protects the interests of dairy farmers, lobbies for favorable policies, facilitates market linkages, and provides technical skills for sustainable milk production among smallholder farmers.

To achieve its strategic goal of increasing milk production and productivity, MMPA is improving cattle breeds from Malawi Zebu to dairy crossbreeds and pure dairy breeds through artificial insemination (A.I.). As part of this initiative, MMPA is launching a two-year campaign to promote artificial insemination services in Central Malawi, targeting Mchinji, Dedza, Salima, and Dowa districts. To ensure the success of this initiative, MMPA is looking to employ two Technical Field Officers and one Data Entry and Communication Clerk.

2.0 POSITION: Technical Field Officers (2)

DUTY STATION: Dowa and Lilongwe

DURATION OF PLACEMENT: 2 years (Yearly renewal subject to performance)

APPLICATION DEADLINE: 15th June, 2024

START DATE: 1st July, 2024

2.1 RESPONSIBILITIES FOR TECHNICAL FIELD OFFICERS:

- Conduct artificial insemination awareness meetings among farmers in the targeted milk bulking groups and EPAs.
- Identify, assess, and conduct refresher training for A.I. technicians.
- Identify cows suitable for artificial insemination among dairy farmers.

- Synchronize and administer hormones as necessary for artificial insemination.
- Conduct pregnancy diagnoses on cows prior to and after artificial insemination.
- Monitor and obtain data regarding successful artificial inseminations and calving.
- Train farmers in general animal husbandry practices to improve reproduction and production.
- Establish demonstration sites and facilitate field days showcasing the results of the activities.
- Maintain good rapport with government extension, local partners, and international communities.
- Represent the organization as needed.
- Regularly collect, analyze, and report on monitoring and evaluation data.
- Perform ad hoc tasks such as attending meetings, report writing, assisting in administrative duties, and other duties assigned by management.

2.2 QUALIFICATIONS & REQUIREMENTS FOR TECHNICAL FIELD OFFICERS:

- Diploma or University degree in Animal Health or Animal Production.
- Minimum 1 year experience with NGOs or livestock-related projects, preferably in rural settings with limited resources.
- Strong communication skills and previous managerial experience.
- Excellent computer skills including Microsoft Office tools (Excel, Word, PowerPoint).
- Good command of English (written and verbal).
- Good interpersonal skills.
- Ability to ride a motorcycle (preferably with a license).
- Experience in working with farmers and farmer organizations.

3.0 POSITION: Data Entry and Communication Clerk (1)

DUTY STATION: Lilongwe

DURATION OF PLACEMENT: 2 years (Yearly renewal subject to performance)

APPLICATION DEADLINE: 15th June, 2024

START DATE: 1st July, 2024

3.1 RESPONSIBILITIES FOR DATA ENTRY AND COMMUNICATION CLERK:

- Develop data collection templates, collect, enter, and analyze data.

- Conduct data verification field visits quarterly.
- Sort and distribute communications.
- Create and update records.
- Schedule meetings and appointments.
- Respond to inquiries.
- Prepare correspondence and reports.
- Manage mails and update the website.

3.2 QUALIFICATIONS & REQUIREMENTS FOR THE DATA ENTRY AND COMMUNICATION CLERK:

- Certificate or Diploma in Data and Communication Management or I.T./Computer Sciences.
- Minimum 1 year experience with NGOs or government institutions working on data and communication-related tasks.
- Strong communication skills and previous managerial experience.
- Excellent computer skills including Microsoft Office tools (Excel, Word, PowerPoint) and skills in managing other data tools will be an added advantage.
- Good command of English (written and verbal).
- Good interpersonal skills and trainable.

APPLICATION:

To apply, please use any of the following options: submit electronic copies of your cover letter, CV with references, and scanned copies of relevant certificates or diplomas to info@mwmilkproducers.org, copy to recruitment@farmersvoiceafrica.org indicating the position in the email subject. Or send your hardcopy applications indicating the position you are applying for to:

The National Director,
 Malawi Milk Producers Association,
 Off Likuni Road, Next to MDI,
 PO Box 376,
 Lilongwe.

Please explain in your cover letter why you are interested in the position, your relevant experience, and what you would bring to the role. Interviews will be held soon after the deadline so please indicate your telephone number in your application.

OTHER INFORMATION:

Only shortlisted candidates will be called for an interview.

Farmers Voice Africa (FAVOA) is committed to supporting various agricultural entities and associations in Malawi, showcasing our dedication to enhancing agricultural productivity and livelihoods through collaborative efforts and innovative projects like this one.