

Department: Programmes

Responsible to: School Feeding 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

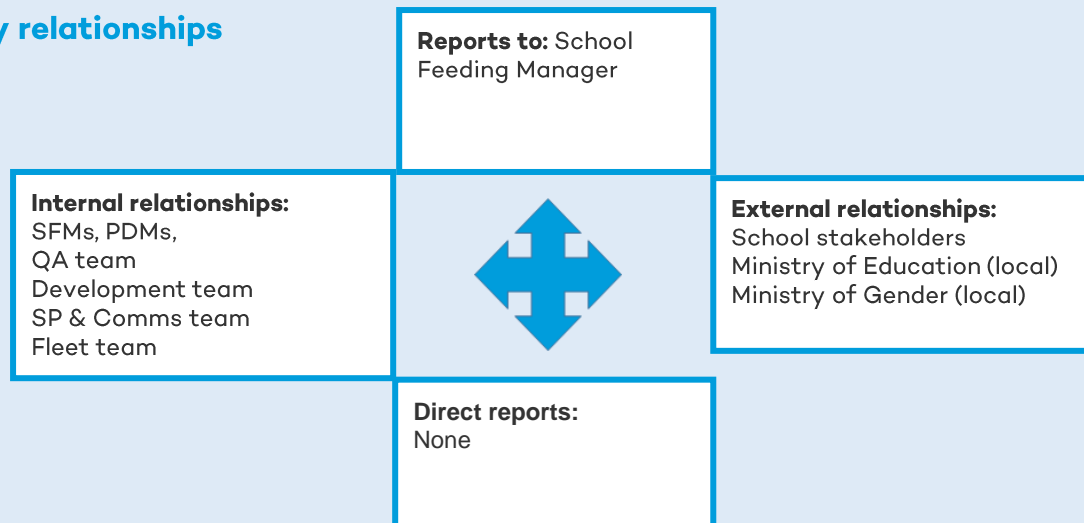
The School Feeding Officer plays a key role on a day-to-day basis in ensuring effective implementation of school feeding programme activities at school level.

Key activities

- Monitor the delivery, and proper storage of CSB flour. This includes doing delivery confirmation, and orienting schools on standard procedures in receiving new stock.
- Visit schools based on the assigned monitoring frequency.
- Assist Quality Assurance (QA) team and School Feeding Managers (SFMs) in tracking Programme performance by collecting daily, weekly, monthly, and annual data using Resco.
- Mentor, orient and provide refresher training to Headteachers, School Health and Nutrition (SHN) teachers, and School Feeding Committees on best practices in data management and updating of the Big Book and Volunteers Book.
- Review and verify school-based data including verification of feeding days, stock check records, attendance and enrolment and properly captured standardised reasons for variances.
- Monitor schools' adherence to standard operating procedures and provide an honest assessment through the visit checklist.

- Provide training to schools and communities on best practices and standard operating procedures on safe and hygienic food preparation, safety in serving, stock management, record keeping.
- Provide advice, and encouragement to school head teachers and School Feeding Patrons, feeding committees, traditional leaders, the volunteers, and the general community to promote programme ownership and effectively support and sustain the programme.
- Actively support schools and communities in mobilization effort to make sure the availability of SHN teachers, volunteers, firewood, water, security for SFP items.
- Participate in community meetings, zonal meetings, school's organized PTA meetings, even ADC and VDC meetings to provide information to assist in SFP delivery.
- Identify and deal with emerging issues as they arise at each school, including breach of the MoU, and report the same to the SFM.
- Initiate, implement, and manage capacity building needs for the volunteers, feeding committees, Head teachers and other local committees on the identified school feeding issues, programme delivery and use of programme equipment.
- Ensure that organisation assets and equipment assigned to you are well taken care of and all damages or loss promptly report to the SFM and Programme Operations.
- Ensure that Safeguarding Children and Vulnerable Adult and Whistleblowing policies are communicated and implemented at each school.
- Act as a conduit of communication between Mary's Meals, the Schools and community members.
- Manage assigned organisation gadget including the mobile phones making sure they are well taken care of, securely keep, and any damage or loss is promptly reported to Programme Operations.
- Manage assigned organisation motorbikes making sure mileages are correctly captured, service period tracked, and all accidents or damages (including worn out parts) promptly reported to Programme Operations.
- Periodically assist Programme Development section in collecting both quantitative and qualitative data for assessments and surveys.
- Where requested, provide support to Strategic Partnerships and Communication department in collecting content for supporters and donors.
- Carrying out field assignments and other related assignments as assigned by management from time to time.

Key relationships



Qualifications, skills and experience	Essential	Desirable
Diploma in Community Development Studies or its equivalent.	✓	
Should have Malawi School Certificate of Education (MSCE) with at least a pass in Mathematics.	✓	
Good teamwork and networking skills	✓	
Should have basic computer skills e.g. Microsoft word and excel.	✓	
Well-developed Community mobilization skills.	✓	
The ability to facilitate group trainings.	✓	
Basic communication skills in written and oral English and Chichewa.	✓	
Basic report writing skills and significant change story documentation.	✓	
At least 2 years' work experience in community development or related field preferably with an international NGO	✓	
Possess a valid driving licence.	✓	

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.....