

MILLAR CAMERON

PEOPLE · PASSION · PERSISTENCE

CHIEF PROGRAMS OFFICER *YAMBA MALAWI*



ABOUT YAMBA MALAWI

Yamba Malawi is a 501(c)(3) organization with offices in Brooklyn, NY and Lilongwe, Malawi, that transforms children's lives by empowering communities to break the cycle of poverty. They acknowledge that strained resources, poor safety nets, and limited caregiver capacity lead to poor childhood development outcomes, particularly during children's first five years, and have lifelong effects.


The challenges of limited financial literacy and inadequate access to formal financial services significantly impede the ability of communities and caregivers to invest in their children's futures. These issues are further compounded by the scarcity of economic opportunities, perpetuating a cycle of extreme poverty that increases childhood vulnerability. This cycle has profound and lasting effects on children's growth, development, and overall happiness.

- 1. Childhood Wellbeing:**
Improving nurturing care and support for children through the strengthening of community safety nets and services, and increasing caregiver knowledge and skills in best practices for childhood wellbeing and early childhood development (ECD).
- 2. Sustainable Business:**
Improving economic resilience through diverse income generating activities that provide increased income to meet children's basic needs.
- 3. Financial Management:**
Increasing access to financial knowledge and services, such as training, savings and credit, smart investment and budgeting to improve the use of income on children's existing and future needs.

Yamba Malawi's signature Childhoods and Livelihoods program uses a holistic 3-pronged approach to addressing these complex and interrelated set of challenges. This program model focuses on three core areas:

Working at the household and community level, the Program includes a planned, time-bound sequence of activities that pairs the transfer of business assets with training, savings promotion, short-term income stabilization, and critical ECD and childhood wellbeing coaching that enables caregivers to plan beyond immediate needs and build foundations to improve their children's future.

The Childhoods and Livelihoods program by Yamba Malawi has impacted children in Malawi in areas such as food security, health, education, climate action and economic empowerment of caregivers.

A close-up portrait of a young boy with dark skin and short, dark hair. He is looking directly at the camera with a slight smile. His hands are clasped together in front of his chest. He is wearing a dark blue sweater over a light blue collared shirt. The background is blurred, showing warm, golden light.

CHIEF PROGRAMS OFFICER YAMBA MALAWI

THE LOCATION

LILONGWE, MALAWI



CHIEF PROGRAMS OFFICER YAMBA MALAWI

MAIN RESPONSIBILITIES:

The Chief Programs Officer will serve as a visionary leader and operational guru, driving the development, implementation, & evaluation of the organization's programs and projects.

With a deep commitment to its mission and values, he/she will play a pivotal role in advancing Yamba Malawi's impact and effectiveness in addressing the needs of the communities it serves.

As a key member of the leadership team, the candidate will lead with passion, integrity, and innovation, guiding the organization towards achieving its goals and creating positive change for vulnerable children.

The Chief Programs Officer will be involved in program delivery, quality control and evaluation, strategy development, budgeting, resource mobilization (proposal development), policy development and implementation.

The role holder will oversee organizational learning and program growth and will play a key role in Yamba Malawi's results-based approach.

They will be responsible for developing solid impact measurement mechanisms, strengthening accountability at all program levels and ensuring prudent financial management. The Chief Programs Officer will set the direction, lead, maintain team morale, safety and welfare, while managing resources, delegating specific duties as necessary, and maintaining oversight.

CHIEF PROGRAMS OFFICER YAMBA MALAWI

**TITLE:
CHIEF PROGRAMS OFFICER**

**REPORTING TO:
EXECUTIVE DIRECTOR**

**LOCATION:
LILONGWE, MALAWI**

KEY RESPONSIBILITIES:

The ideal candidate will be responsible for the following key areas:

1. Leadership and Management

- Provide leadership in the development of strategic plans and budgets for all Yamba Malawi programs.
- Lead the program team to ensure the achievement of strategic and other set objectives.
- Review and align program priorities, strategies, and plans with the strategic plan.
- Manage, hire, and train program staff and consultants.
- Develop and implement a system to evaluate the skill, experience, and professional development needs of all program staff.
- Work with program staff to develop objective performance measurements.
- Instill a sense of accountability among team members by modeling tight oversight of individual and organization performance standards.

2. Program Design and Implementation

- Responsible for the overall implementation, management, and supervision of all program activities.
- Establish robust program management systems.
- Participate in the program proposal process and design innovative and high-quality programs in coordination with relevant departments.
- Ensure Yamba Malawi Childhood and Livelihoods Program activities are grounded, strongly interlinked, and consolidated.
- Monitor the program works in the field to ensure alignment and contribution to Yamba Malawi's strategic plan.
- Ensure quality and timely submission of quarterly and annual program and project performance reports.
- Develop key knowledge management products and disseminate program participant experiences.
- Ensure effective communication with stakeholders, including community-level partners.
- Initiate and nurture networks and alliances with academia and institutions aligned with Yamba Malawi's mission.
- Promote engagement with the private sector.
- Coordinate and support the review of Yamba Malawi partnerships.

KEY RESPONSIBILITIES (CONTINUED)

3. Grants Management and MERL (*Monitoring, Evaluation, Research, and Learning*)

- Manage the grant life cycle, from request to close, including applications, reports, and impact monitoring.
- Ensure adherence to grants and effective budget management.
- Develop and monitor the program budget to meet fiscal objectives.
- Analyze systems for tracking grant data and make recommendations to improve grant-making systems for team learning and evaluation.
- Provide grants management support to the Executive Director regarding administration, compliance, and data analysis.
- Report on the impact of grants to internal (Board) and external stakeholders.
- Oversee the development and implementation of MEAL (Monitoring, Evaluation, Accountability, and Learning) plans.
- Ensure systematic documentation of quantitative and qualitative achievements in the field and lessons learned.
- Promote evidence-based learning, and responsible for organizational learning and documentation.
- Ensure quality and timely submission of quarterly and annual or required program and project performance reports as per desired standards and guidelines.
- Ensure compliance with approved annual plans.
- Track trends in development programming and management practices, document, and provide recommendations.
- Assist the team and stakeholders in documenting, sharing lessons learned and best practices, including inputs for reports and technical publications.

4. Partnerships and Fundraising

- Support Program Managers in strengthening networks at all levels of Yamba Malawi programs.
- Strengthen relationships with strategic networks and alliances (e.g., TWG, DECAs).
- Represent Yamba Malawi at national and international network and alliance meetings, events, and forums.
- Ensure effective communication with stakeholders, including community-level partners.
- Initiate and nurture networks and alliances with academia and institutions aligned with Yamba Malawi's mission.
- Promote engagement with the private sector.
- Coordinate and support the review of Yamba Malawi partnerships.



HOW TO APPLY

To apply for this role, please ensure that you have the following education, skills and experience:

- Bachelor's Degree in a relevant field.
- A minimum of ten years of experience working in development programs in a reputable NGO at a senior/ management level, with a minimum of 3 years in a leadership position.
- Skilled at creating, analyzing, and managing budgets.
- Proficient at using technology in project management processes.
- Extensive end-to-end program management experience.
- A firm understanding of the sector in which Yamba Malawi operates.
- Thorough understanding of project/program management techniques and methods.
- Excellent interpersonal and communication skills.
- Forward-thinking mindset, strategic experience, and planning skills.
- Leadership potential and excellent relationship-building abilities.
- Strong presentation and public speaking skills.
- Goal-driven, organized, and efficient in their work.
- Excellent Knowledge of performance evaluation techniques and key metrics.
- Excellent organizational and leadership skills.
- An analytical mindset with great problem-solving abilities.
- Excellent communication skills.
- Ability to work independently.
- Ability to coordinate with partners, program participants, policy makers, and field staff.
- Ability to motivate team.

Please send your CV and contact details to Rose or Maria who will contact you to discuss your application in more detail.



*Contact:
Rose Mwende*

Tel: +254 20 5038443

Email:
rose.mwende@millarcameron.com



*Contact:
Maria Gallardo*

Tel: +44 2038 000 316

Email:
Maria.Gallardo@millarcameron.com

A photograph of a woman with dark skin and braided hair, wearing a yellow patterned top, holding a young child with dark skin and short hair. The child is wearing a blue and black striped shirt and is laughing. The woman is smiling and looking down at the child. The background is a warm, orange-brown color.

WHO ARE MILLAR CAMERON

FINDING THE PEOPLE WHO MAKE THE DIFFERENCE

A SEAMLESS JOURNEY

Founded in 2007, Millar Cameron is an executive and professional search consultancy that focuses on Africa and other emerging markets.

Our goal is to provide client-centric, tailored executive search, recruitment and strategic advisory. Our international reach paired with local market knowledge enables us to provide our clients outstanding leaders who deliver consistent results, irrespective of geography.

We employ a rigorous research driven search process to identify the best fit for our clients, taking into account both hard and soft skill sets.

Our extensive experience yields a robust approach to market intelligence and a longstanding network of global relationships.

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