

# CHITIMBE FARMERS AND MARKETING COOPERATIVE SOCIETY LIMITED

## VACANCY ANNOUNCEMENT

FOR

### CHITIMBE COOPERATIVE LIP PROJECT

Chitimbe Farmers and Marketing Cooperative Society Limited is a membership-based agricultural organization formed by smallholder farmers around Neno boma. With funding from the United States African Development Foundation (USADF), Chitimbe is implementing a project whose aim is to improve the nutrition wellbeing of its members particularly those with Non-Communicable Disease (NCD) conditions as well as improving the social-economic and building strong resilience of its members. The Cooperative will establish a demonstration site under the Integrated Farming System (IFS) Model which will act as a learning centre for its members as well as the main cooperative production and aggregation centre. Through the same grant, Chitimbe intends to recruit a management team to help in the management of the demo-site and its operations. The cooperative is therefore looking for self-motivated and qualified Malawians to fill up the vacant positions available at the Cooperative Office as follows:

#### **1. Cooperative Manager**

**Reporting to:** The Board of Directors

#### **Duties and Responsibilities**

The cooperative manager will be the overseer of the project implementation and will be responsible for the following:

1. Take responsibility for the management and achievement of the cooperative plans and targets set forth.
2. Oversee the management of financial resources and implementation of the budget.
3. Help identify lucrative markets for Chitimbe's products.
4. Produce timely reports on quarterly basis and as when needed on all activities for submission to the partner and board.
5. Maintain safe custody of the cooperative assets.
6. Participate in all meetings and training programmes organised by USADF and the Cooperative

7. Facilitate capacity building programmes of staff and cooperative members.
8. Coordinate the financial audit of the Cooperative.
9. Procure assets according to USADF procurement rules.
10. Supervise all cooperative staff and workers at the demo-site.
11. Oversee the implementation and monitoring of all programs activities at the Cooperative including operational and commercial activities.
12. Scale up the implementation of best farming practices showcased at the demo-site to individual cooperative members.
13. Ensure that the production standards and quality at the demo-site and individual member fields is aligned to the nutritional and market needs.
14. Advise the Cooperative leaders in the planning and implementation of all Cooperative activities.
15. Facilitate the resolution of problems as they arise in clubs, and market centres in a timely manner.
16. Develop and maintain strong links within the Cooperative area of operation through a strong network communication system between Cooperative Office, action groups and clubs, as well as other stakeholders and coordinate activities where necessary.

### **Qualifications, Attributes and Experience**

1. Minimum of Diploma in Agriculture, Agribusiness, Irrigation or related fields from recognised institutions.
2. At least three years' work experience in related field
3. Proficient in basic administrative functions and skilled in the use of office equipment and computer software including Microsoft Word, Excel and Outlook.
4. Proven experience of providing extension in rural areas,
5. Excellent Interpersonal Communication skills
6. Willingness to work and stay in the rural areas (in proximity with Chitimbe Cooperative)
7. Proven understanding and experience of greenhouse farming, drip irrigation, nutrition, horticulture, field crop, livestock production and marketing.
8. Experience of climate smart agriculture technologies will be an added advantage.
9. Ability to use a motorbike with a motorcycle rider's license is an added advantage.
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## **2. Accountant**

**Reporting to:** The Cooperative Manager

### **Duties and Responsibilities**

1. Timely preparation of quarterly disbursement requests
2. Budget management
3. Coordinating the procurement process
4. Facilitate and participate in all key USADF and Cooperative trainings and meetings,
5. Facilitating internal pre-audits and external audits
6. Working hand in hand with 'Partner Office' finance team in managing the Grantee finances
7. Advising Board and Management on best financial management practices in compliance with national laws and also ADF laws
8. Timely remittance of all taxes and other related mandatory remittances to national regulatory bodies
9. Monthly reconciliation of all bank accounts and submitting to donor through partner office
10. Ensuring that all cooperative accounts are up to date.

### **Qualifications and Experience**

1. Minimum of a Diploma in accounting
2. At least 2 years work experience in managing donor funds
3. Computer literacy is essential.
4. Excellent organizational and communication skills both verbal and written.
5. Be a self-starter.
6. Ability to work with minimum supervision.
7. Knowledge of an accounting package will be an advantage.
8. Willing to work and stay in rural areas (proximity to Chitimbe Offices)

### **Method of Application**

All interested applicants with the required qualifications and experience should send their applications enclosing copies of relevant certificates and Curriculum Vitae (CV) with names of three traceable referees, mobile numbers and e-mail addresses to: The Chairperson, Chitimbe Cooperative Society Limited C/O Box 11, Neno. Applications can be delivered by hand at Chitimbe Cooperative, near Neno boma or sent via email to:

[chekuchekucooperative@yahoo.com](mailto:chekuchekucooperative@yahoo.com) copy  
[recruitmentusadf@gmail.com](mailto:recruitmentusadf@gmail.com)

Closing date for receiving the applications is Friday, 3<sup>rd</sup> of February 2023. Only shortlisted candidates will be contacted for interviews.

Qualified ladies are encouraged to apply. Chitimbe Farmers and Marketing Cooperative Society Limited is an equal opportunity employer.

**NOTE: Transportation and other related costs by candidates will not be reimbursed.**