

Country Manager Malawi (M/F)

Job type: Full-time position, 3-year contract

Salary: Competitive salary based on skills and experience

Location: Blantyre or Mulanje

The Ethical Tea Partnership (ETP) is looking for a dynamic, self-motivated Country Manager to lead the organisation's expanding work with the tea industry in Malawi.

About the Ethical Tea Partnership

The Ethical Tea Partnership (ETP) is a membership organisation of 44 tea packing companies who are all committed to the same mission of a tea industry that is socially just and environmentally sustainable. The members range from large multinational firms to specialist importers. ETP has a small team in the UK and a network of regional staff based in the key tea producing regions.

We work with tea producers and smallholder farmers in our members' supply chains. We help them meet internationally recognised social and environmental standards. We also provide training on topics such as factory health and safety, safe use of agrochemicals, human resource management, and environmental management.

In addition, we run projects that tackle sensitive, complex, and deep-rooted issues that cannot be addressed sufficiently well through auditing and certification. These focus on farmer empowerment, equal opportunities, improving living conditions and nutrition on tea estates, working towards living wage and benefits, and increasing climate change resilience.

Job Purpose

The post holder will be responsible for the successful delivery of ETP's activities in Malawi, which mostly relate to the Malawi 2020 Tea Revitalisation Programme. In collaboration with many other stakeholders, Malawi Tea 2020 aims to bring about a living wage for tea workers and a living income for tea farmers through a comprehensive set of work streams which aim to boost the profitability and long-term sustainability of the Malawian tea industry. ETP is one of the joint co-ordinators of the programme and involved in direct implementation of quite a number of the activities set out in the 5-year roadmap and also contributes to the strategic development of all other work. See <http://www.malawitea2020.com> and <http://www.ethicalteapartnership.org/project/malawi-2020-tea-revitalisation-programme/> for more information.

The key responsibilities of the Country Manager are as follows;

- **Leadership**

The Country Manager will provide leadership to ETP's team in Malawi and take responsibility for the effective delivery of all programmes which ETP is delivering with partners. Currently ETP has two long-term consultants in Malawi but we are likely to increase this in the course of this year in line with our expanding work. In addition, the post holder will also contribute to the planning and strategic development of our activities in Malawi. This will involve creating synergies between our and partner activities, maintaining existing and forging new relationships with tea producers and other partners, facilitating meetings/workshops, contracting consultants, and overseeing studies. Close collaboration with relevant ETP

colleagues, as well as with external partners - including tea producers, the tea association, local and national government agencies, and other NGOs - will be essential in all of this.

- **Representation**

The Country Manager will be ETP's most senior representative in Malawi. Networking and relationship building, including with tea producers, government departments, research and non-governmental organisations, will be core to the role. It will also include presenting ETP's work at conferences and other external meetings on sustainability. It may also involve media work. (S)he may also be required to travel to other countries for meetings and training events, on average 2-5 weeks per year. The Country Manager will be expected to participate in monthly ETP (virtual) team meetings and other strategic organisational activities.

- **Monitoring, Evaluation and Communication**

Being accountable for progress on ETP's programmes in Malawi, the Country Manager will develop processes that ensure the effective monitoring and evaluation of our activities. Keeping the UK office updated on progress through phone calls and written reports will be a key task. The working language across the organisation is English.

Key Interfaces

Internal:	ETP staff, ETP corporate members and their representatives
External:	Tea producers and tea association, partner organisations including certification organisations, government, NGOs, funders

Person Specification

Experience/ Attainments	<ul style="list-style-type: none"> • Significant work experience, including work related to sustainability, ethical standards and/or the tea industry or other agricultural sector • Degree level qualification relating to the job role, e.g. business, agriculture, environment, or social science. Postgraduate qualification is an advantage • Significant project management experience, including the management of contractors/consultants • Experience of monitoring and evaluation and report writing • Proven delivery of effective and practical solutions to complex and sensitive issues through building understanding and engaging the support of a variety of key stakeholders • Experience of working in an (international) organisation with multiple internal and external interfaces • Experience of planning and implementing environmental management and poverty alleviation activities
Skills & Knowledge	<ul style="list-style-type: none"> • Knowledge of a number of social, environmental and economic sustainability issues, e.g. wages, gender equality, income diversification, food security, health, entrepreneurship, strengthening of farmer groups, climate change adaptation, natural resource management • Strong interpersonal skills: The successful candidate is able to successfully forge partnerships between tea producers,

	<p>government agencies, NGOs, and other stakeholders for the delivery of project activities</p> <ul style="list-style-type: none"> • People management skills including ability to motivate and support team members and develop their skills • Well-developed presentation skills • Excellent IT skills • Fluency in spoken and written English and Chichewa
Performance Behaviours	<ul style="list-style-type: none"> • Self-motivated, with the ability to deal with conflicting demands and balance short and long term priorities • Ability to deal with senior people from a variety of organisations • Comfortable working as part of a virtual, small team • Ability to prioritise own workload and meet deadlines • Ability to liaise effectively with tea producers and partner organisations and maintain their respect • Analytical, organised and focused • High degree of personal integrity • Flexibility to adopt different tasks/roles as required • Flexibility to travel, with some overseas visits

Employment arrangement

We anticipate that the successful candidate will be based at a home office in Blantyre or Mulanje.

Closing date for applications: **Monday 6th March 2017**

Please send applications to: heleen.bulckens@ethicalteapartnership.org

The application should contain:

- Curriculum Vitae – max 3 pages
- Covering letter describing your suitability for this role and why you want to work for ETP – max 2 pages

We regret that applications which exceed these page limitations cannot be considered.

Interviews will be held in Blantyre, Malawi at the end of March.