

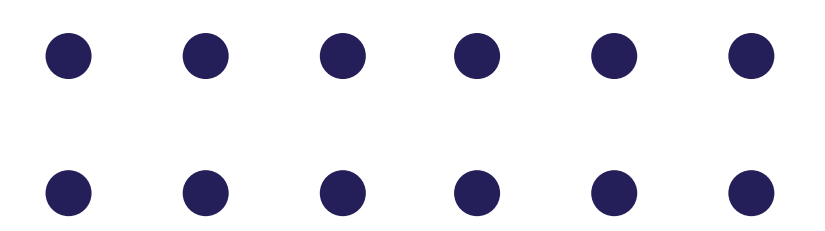
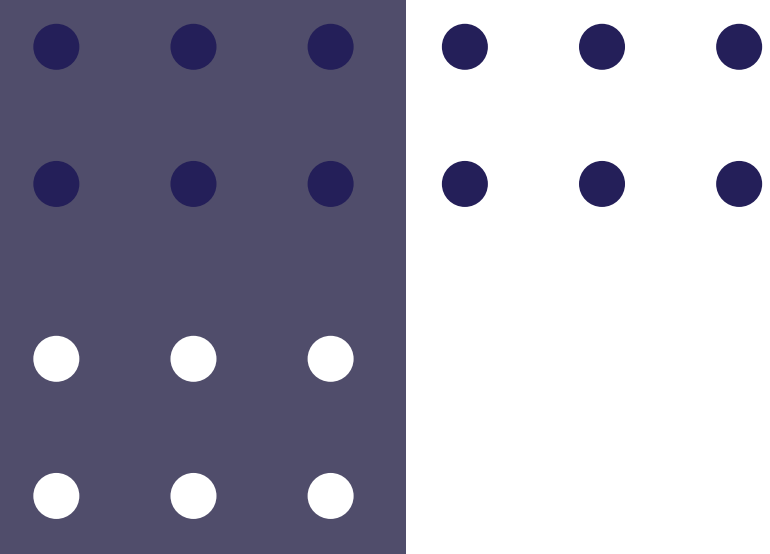
Join Our  
*Amazing*  
Team!

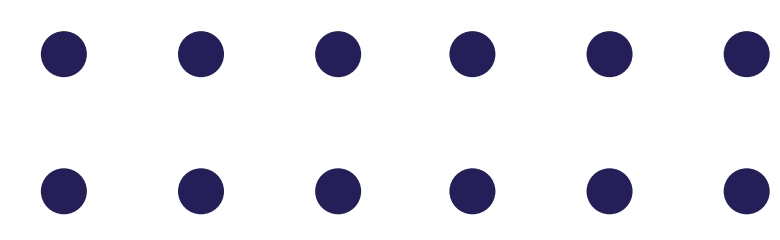
Professionals Needed

We Are  
**Hiring**

Open Position

Field officer





## **JOB VACANCY**

### **(Ref # 2026.21 )**

Find Your Feet (FYF) is a local NGO dedicated to working with poor, rural communities to create lasting solutions to poverty. FYF envisions a world in which everyone has the right to build a future free from hunger and poverty and its mission is to mobilise local knowledge and skills, and promote the ownership and use of natural resources by poor rural communities in finding sustainable solutions to hunger, poverty and discrimination.

FYF is now seeking well qualified and experienced person to fill the position of Field Officer which will be based at Bulala EPA.

**Position:** Field officer

**Project :** Bulala Sustainable Livelihood Project (BSLP)

**Duty station:** Bulala EPA in Mzimba District

**Reporting to:** Project Officer

**Reporting to:** 12 Months

Under the overall guidance and supervision of the Project Officer, the Field Officer will facilitate implementation of livelihood activities under the Bulala Sustainable Livelihood Project in Mzimba District.

## 1. Project Implementation & cooperative development

- Facilitate implementation of livelihood activities with a focus on cooperative strengthening, honey value chain development and livestock resilience
- Support farmer organizations in business planning, governance and financial accountability systems
- Mobilise communities to establish and operationalise aggregation centres, input hubs and cooperative enterprises
- Provide technical backstopping on market responsive production systems.

## 2. Monitoring, Reporting and Knowledge Management

- Collect, analyse and update project data using the designed M&E frameworks
- Timely submission of updates on daily basis as may be necessary and provide feedback to assignments given
- Document success stories, lessons learned and cooperative performance indicators
- Prepare high quality activity, quarterly and annual reports

## 3. Business and Market Development

- Facilitate Bulala cooperative access to structured markets and private sector partnerships
- Support branding, marketing and certification process for Bulala Honey
- Strengthen cooperative business models, inventory systems and financial sustainability mechanisms

## 4. Networking and Collaboration

- Closely working with frontline government staff, village development committees, community animal health workers and stakeholders to enhance networking and collaboration
- Represent Find Your Feet in EPA review meetings, stakeholder workshops and market forums Build strong networks with private sector actors, certification bodies and financial institutions



## Skills and experience

- Degree in Agriculture, Agribusiness Management, Agronomy, Marketing, Business Management or Business Administration or similar field required.
- Minimum of 3 years' experience), cooperative development, Agribusiness, climate smart agriculture and community mobilization
- Strong facilitation, training and stakeholder engagement skills, Experienced facilitator /trainer, working experience in resilience initiatives or programs is highly preferred. Strong communication and report writing skills.
- Strong computer skills and ability to use standard computing packages such as word, excel, power point, spreadsheets and database software programs.
- A holder of Motor Cycle Driver's License (Class A) is a MUST. (Please Attach)



## How to apply

Applications must include application letter, an updated CV, names and contact details of three traceable referees and photocopies of certificates. Applications should be sent to:

**The Executive Director:**  
Find Your Feet,  
P.O. Box 20312, Mzuzu

**Or email:** [humanresource@fyfmalawi.org](mailto:humanresource@fyfmalawi.org)

**Closing date: 15<sup>th</sup> June, 2026**

Sexual Exploitation and Abuse (SEA) is a regrettable and pervasive issue with far-reaching and devastating consequences for its victims. At Find Your Feet (FYF), we are steadfast in our belief in the dignity and respect of every individual. Safeguarding against any form of harm and abuse is our paramount concern. Our objective in implementing this policy is to cultivate a culture of accountability, transparency, and trust. Our Prevention from Sexual Exploitation and Abuse (PSEA) policy underscores the importance of all individuals connected to our organization adhering to the highest ethical standards. It is imperative that we all comprehend our roles and responsibilities in preventing SEA, and that we work collectively to establish an environment where individuals can report incidents without fear of reprisal.

Find Your Feet is an equal opportunity employer. Qualified women are encouraged to apply.

Only shortlisted applicants will be acknowledged