

GRADUATE INTERNS VACANCY POSITION



Centre for Youth Empowerment and Civic Education (**CYECE**) is a non-Governmental and not for profit organization established in March 1997. It was formed with the aim of addressing the socioeconomic development issues affecting children and young people in Malawi. CYECE headquarters is based in Lilongwe in Area 15 and it has programmes across Malawi with community based projects in Lilongwe, Kasungu, Dowa, Salima, Mchinji, Dedza in the central region, Mangochi, Chiradzulu, Machinga, Zomba, Thyolo, Blantyre and Chikhwawa in the southern Region and Karonga, Nkhatabay, Mzimba in the northern region. The Organization uses four interlinked strategies of Community Mobilization, empowerment, Capacity building and advocacy to fulfill its mandate.

CYECE invites applications from fresh graduates aged between 18 and 24 to fill the following vacant positions:

1. ICT SUPPORT OFFICER- INTERN

The Information, Communication and Technology Support Officer-Intern will be responsible for providing visibility for the organization and other associated duties at the office including providing support in managing Information Communication and Technology (ITC) services for the organization to ensure it operates smoothly. The Intern will work closely with the Communications Officer in ensuring CYECE's increased online visibility through various online platforms among others. In liaison with the Communications Officer, He/she will be responsible for planning and development of ICT products.

Key Responsibilities

- ☒ The ICT support officer will assist in managing the overall technology infrastructure for the organization including planning, implementation, and management of the software applications and hardware infrastructure that support operations
- ☒ Assist in overall planning of Information, Communications and Technology activities
- ☒ Assist in developing CYECE communication strategy
- ☒ Developing weekly, monthly, quarterly and annual Information, Communication and Technology work plans
- ☒ Propose design improvements to the Organization's ICT architecture
- ☒ Work closely with programme officers in designing ICT systems and tools to improve the Organization's visibility
- ☒ Testing and evaluating all new technology including Monitoring & Evaluation systems e.g., database systems, websites etc.
- ☒ Maintain and trouble shoot all network and computer related issues
- ☒ Integrate and configure computer networking for best performance
- ☒ Troubleshoot and repair of hardware, operating systems and applications
- ☒ Use proper communication channels to disseminate various messages, materials and information to different audiences
- ☒ Carry out any duties assigned from time to time.

Personal Attributes & Competencies:

- Strong communication and organizational skills
- Must be a tech savvy.
- Ability to relate well with people of different backgrounds
- Very conversant with Hardware and software computer systems
- Highly energetic and organized

Qualifications

The minimum qualification for this position is Diploma or Degree in ICT or any related qualification from an accredited institution.

2. MONITORING AND EVALUATION ASSISTANT- INTERN

Ensuring that programme data is effectively collected, collated and reported as well as providing programme implementation support.

Key roles and responsibility for the position

☒ **The following are the key roles and responsibilities for the position;**

- ☒ Assist in planning, organizing and conducting field work
- ☒ Assist in collection and analyzing of field data and ensuring integrity of data collection methods and tools
- ☒ Ensuring that districts monitoring plans and tools are used in collecting and collation of programme data
- ☒ Entering field data in project data base.
- ☒ Assisting in field project activity monitoring
- ☒ Conduct analysis and assessment of indicators and other information collected to measure project performance and achievements.
- ☒ Ensure timely submission of project reports
- ☒ Assist in development and consolidation of weekly, monthly, quarterly and annual districts MEL work plans
- ☒ Supporting the M&E officer in compiling M&E data reports on monthly and quarterly basis
- ☒ Any other duties as may be assigned from time to time

Attributes & Competencies:

- Excellent written and verbal communication skills.
- Advanced knowledge in using Excel and Monitoring & Evaluation systems e.g., database systems
- Must be a tech savvy.
- Highly energetic, well organized and attention to detail.

Qualifications & Experience:

The minimum qualification for this position is a relevant University degree in Statistics, Economics or related areas from a certified and recognized institution

Mode of Application

If you are interested in any of the positions and you meet the above requirements, please send your Curriculum Vitae (CV), Copies of Certificates and cover letter including names and contact details of three traceable referees to:

The Executive director

**Centre For Youth Empowerment and Civic Education (CYECE)
Area 15/6 Gogo Jenala Compound
Private Bag B-349
Lilongwe 3. Malawi**

Alternative, applications can be submitted through email: vacancies@cyecemw.org or drop by hand to CYECE head office, Area 15/6, Gogo Jenala Compound

Note: Please indicate the position you are applying for on application subject line. Application must be received not later than 17:00hrs on Wednesday 15th June 2022 CYECE is an equal opportunity employer, and women and girls are encouraged to apply.

Only shortlisted applicants will be acknowledged!!