



INTERNSHIP VACANCY POSITIONS

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 27 to fill the following vacant positions in Lilongwe Office:

1. PROGRAMME OFFICER-SRHR PROGRAMS -INTERN.

The Programme Officer- Sexual Reproductive Health and Rights (SRHR) will be responsible for coordinating SRHR programme activities in consultation with project staff and district coordinators. The Programme Officer- SRHR will ensure that program plans are effectively developed with the participation of all the key programme staff.

Key Responsibilities

i. Strategic management

- Supporting the Director of programs in program decisions relating to the portfolio, as needed
- Preparing annual (monthly phased) programme plans to support development of phased budget
- Conducting routine checks and supervision to all staff and volunteers implementing SRHR programme activities.
- Coordinating programme reflection meetings with other SRHR programme staff, volunteers and partners to ensure quality implementation.

ii. Programme planning and implementation

- Developing the annual program planning processes and implementation of the activities under SRHR
- Participating in the development, planning and organization of program-related events
- Facilitating effective implementation of SRHR project interventions at community and national level as per agreed and approved work plans and schedules.
- Supporting programme staff, volunteers and partners in the implementation of programme activities.
- Represent the organisation in high level national and regional SRHR meetings
- Analyzing national, regional and global SRHR policy to inform CYECEs advocacy.

iii. Programme Monitoring and reporting

- Leading in developing tools for programme monitoring and outcome mapping and harvesting in all CYECE SRHR projects

- Conducting routine monitoring of Youth SRHR projects implementation in the field
- Work closely with the M&E team in establishing effective programme monitoring system
- Responsible for timely preparation of high-quality activity, quarterly, annual and donor programme reports
- Ensuring that programme narrative reports are drafted in organization and or donor approved format

iv. Communication

- Advanced technical writing skills.
- Ensure timely communication with both management, stakeholders and beneficiaries in the delivery of SRHR project activities.
- Use proper communication channels to disseminate various SRHR messages, materials and information to different audiences.

v. Fundraising/Resource mobilisation

- Proposal writing skills
- Attending strategic partners meetings
- Lead in mapping SRHR development partners
- Participate in fundraising for programme activities
- Attend fundraising team meetings
- Create strategic partnership with likeminded NGO's, potential donors funders and government departments.

Personal Attributes & Competencies:

- Outstanding written and verbal communication skills
- Flexibility and willingness to work simultaneously on a wide range of tasks and projects and manage multiple priorities under pressure
- Ability to confidently and powerfully represent the initiative internally and externally, in high-level meetings
- Proven leadership qualities with delivering superior results
- Strong communication and organizational skills
- Training and facilitation skills
- Ability to relate well with people of different backgrounds
- Highly energetic and organized
- Advance computer literacy

Qualifications

The minimum qualification for this position is Bachelor's degree in Gender Development studies, Public Health or any other related field. Those with Master's degree or studying for master's degree will have an added advantage.

2. FIELD OFFICER - INTERN

The Field Officer-Intern will be responsible for supporting implementation of project activities in the district in consultation with programme officer. The Field Officer-intern will focus programmatically on community advocacy, social mobilization, documentation and learning, evidence generation.

Key Responsibilities

i. Programme planning and implementation

- Supporting the overall planning of project activities in the project catchment areas
- Mobilizing and disseminating information to project participants in the project catchment areas
- Conducting routine checks and supervision to all project Income generating activities (IGAs) in community/ schools
- Assisting in identifying capacity building needs for all IGAs committee member
- Attending project related specific meetings at community level such as ADC meeting
- Participating in SMCs meetings

ii. Programme Monitoring and reporting

- Participate in the orientation of monitoring tools and ensure that they are available and used in collecting and collation of project data
- Support the timely collection and reporting of community project data
- Conducting regular (monthly and quarterly) on site monitoring visits
- Conduct routine monitoring of IGAs activities in the field and report weekly
- Work closely with the SMCs team in establishing effective project monitoring system
- Compiling weekly, monthly and quarterly reports

iii. Communication

- Conduct and facilitate community mobilization meetings and trainings in consultation with the project officers
- Ensuring effective and up to date communication with community stakeholders and project officers
- Participating in strategic partner and stakeholders' meetings at community and district level

Personal Attributes & Competencies:

- Excellent communication skills
- Ability to relate with communities at grassroots level
- Team player
- Training and facilitation skills
- Monitoring and Documentation skills
- Strong English writing skills
- Computer literacy

Qualifications

The minimum qualification for this position is University degree in Community and Rural Development Studies. Those who have valid motorcycle license will have an added advantage.

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)

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: Indicate the position you are applying for on application subject line/ Envelope.

Application must be received not later than **17:00hrs on Thursday 9th March 2023.**

CYECE is an equal opportunity employer, and women and girls are encouraged to apply.

Only shortlisted applicants will be acknowledged!!