



VACANCY ANNOUNCEMENT- FIELD OFFICERS -INTERNS

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 socio-economic 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 has immediate vacancies for Field Officers-Interns and is currently seeking applications from young people aged between 18 and 24 for the positions to be based in Mchinji and Dowa Districts. Applicants must be currently residing in **Mchinji and Dowa districts**.

Job purpose

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

Duties and Responsibility

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), Afters school activities, school feeding and farm activities in target schools.
- Attending project related specific meetings at community level such as ADC meetings.
- Attending project review meetings in target schools
- Working closely with government extension workers, project advisory and operational committees

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 weekly on site monitoring visits.
- Conduct routine monitoring of IGAs activities, after school activities, school feeding and farm activities in target schools and report weekly.
- Work closely with project advisory and operational committees 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 and programs officer.
- 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.

Minimum Qualification

- The minimum qualification for this position is Diploma in Agricultural extension, Agriculture-General and Community Development from accredited institution.
- Those who have valid motorcycle license will have an added advantage.

Personal Attributes & Competencies:

- Excellent communication skills.
- Ability to relate with communities at grassroots level
- Knowledge of child rights and child labour.
- Be flexible, willing to work long and odd hours.
- Team player
- Training and facilitation skills
- Monitoring and documentation skills
- Computer literate with good working knowledge of Microsoft Word, Excel and power point.

Mode of Application

If you are interested in any of the positions and you meet the above requirements, please send your applications through email; vacancies@cyecemw.org. Your application must include Curriculum Vitae (CV), Copies of Certificates and cover letter including names and contact details of three traceable referees.

Please indicate the position in the application subject line.

Application must be received not later than 17:00hrs on Wednesday **13th September , 2023**.

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

Only shortlisted applicants will be acknowledged!!