



CALL FOR APPLICATIONS FOR ACCOUNTS ASSISTANT INTERN

1.0 BACKGROUND

The **Centre for Youth Empowerment and Civic Education (CYECE)** is a Malawian non-governmental and not-for-profit organization established in March 1997. CYECE works to empower children, adolescents and young people while promoting their rights, wellbeing and meaningful participation in social and economic development.

CYECE's work focuses on Child Rights and Protection, Youth Empowerment and Participation, Adolescent and Youth Sexual and Reproductive Health and Rights (SRHR), Health and Wellbeing, Education and Skills Development, Research and Advocacy, Gender Equality and Inclusion, and Climate Action and Sustainability.

The organization implements programmes across various districts in Malawi through community mobilization, capacity building, education, behavior change communication, research and advocacy, with meaningful youth participation embedded across its programmes and interventions.

2.0 ACCOUNTS ASSISTANT INTERN

CYECE aims to recruit an Accounts Assistant–Intern to be based at its Lilongwe office. The successful intern will support the Finance and Accounts function of the organization and gain practical, hands-on experience in financial management and administrative processes.

The Accounts Assistant–Intern will work closely with the Finance and Accounts team to support the implementation of day-to-day finance and accounting activities. Key areas of support will include managing and maintaining financial and bank account documentation, collecting and filing quotations, assisting with staff financial reconciliations, and providing general back-up support to the Finance and Accounts function.

The internship period will run for a of **Twelve (12) months**. Upon successful completion of the internship, outstanding interns may be considered for **permanent employment**, subject to satisfactory performance, organizational needs, and the availability of vacant positions.

3.0 ELIGIBILITY CRITERIA

The ideal candidate must be:

- Be a graduate or pending graduate with a Bachelor's Degree in Accountancy, Accounting, Finance, or any other related field from a recognized and accredited institution in Malawi;
- Aged 18-25
- In possession of a National ID and Certificates/Transcripts
- Be available and ready to commence the internship immediately upon selection.

4.0 KEY COMPETENCIES

The ideal candidate should demonstrate:

- Good computer literacy, with full working knowledge of Microsoft Word and Microsoft Excel;
- Knowledge of QuickBooks or other accounting software will be an added advantage;
- Strong numerical and analytical skills with attention to detail and accuracy;
- Good written and verbal communication skills;
- Strong organizational and record-keeping skills;
- High levels of energy, integrity, commitment and organization;
- Ability to work effectively both independently and as part of a team;
- Ability to relate well and work effectively with people from diverse backgrounds; and
- Willingness to learn and develop practical skills in finance and accounting within an NGO environment

5.0 APPLICATION DOCUMENTS

The interested applicants must submit the following documents:

1. A motivation letter (not more than 500 words) explaining why they are motivated to apply for the Accounts Assistant–Intern position, their suitability for the role, any relevant academic or practical experience in accounting, finance or related areas, and how they intend to contribute to the effective financial management and overall operations of CYECE.
2. Curriculum vitae outlining the applicants' academic qualifications, experience and three traceable referees.
3. Copies of certificates/ Transcripts
4. National ID

6.0 APPLICATION PROCESS

The due date for submitting applications is 7th September 2026. All applicants must submit their applications to the following email address: <mailto:vacancies@cyecemw.org>

Alternatively, Applications can be submitted to the following address.

The Executive Director

Centre for Youth Empowerment and Civic Education (CYECE)

Off M1 Road, Area 15/6, Gogo Jenala Compound P/Bag B-349, Lilongwe 3.

Applicants should clearly indicate “**Accounts Assistant–Intern**” in the subject line of the email when submitting applications electronically. Applicants submitting hard-copy applications should clearly write “**Accounts Assistant–Intern**” on the envelope.

Only shortlisted applicants will be acknowledged!!

CYECE is an equal opportunity employer and encourage applications from qualified individuals regardless of gender, ethnicity, or disability to apply