

Communications & Programmes Coordinator (Malawi)

Job Title: Communications & Programmes Coordinator

Location: Temwa Office, Mzuzu, Malawi

Duration of work: Full time, 12-month period

Position: Voluntary with work expenses covered

Closing Date: 27th March 2017

Start Date: May 2017

Temwa is looking for a Communications & Programmes Coordinator to support communication and programme implementation at our Malawi office. The position is a full-time volunteer role, with travel and work expenses and some living costs covered. The successful candidate will need to be outgoing and confident, with a passion for international development and particular interest in Malawi.

The areas of responsibility that the role will cover include: coordinating the Malawi Communications Strategy; developing external communication materials; liaising with UK office on communications, fundraising and programmes; supporting implementation of internal reporting, monitoring and evaluation (M&E) and proposal development systems; contributing to reports, funding bids as well as data collection and analysis; researching for funding opportunities within Malawi; and building networks. The postholder will report directly to the Programme Manager in Malawi, although they will also work closely with and be supported by the UK Programme Development Manager and Fundraising & Communications Manager.

This is an ideal opportunity for a recent graduate who is looking to get more experience in the development sector. The work experience will provide you with the knowledge and skills to further your career, as well as give you the opportunity to see first-hand the positive impact that small NGOs can have in a developing country.

Key Duties

1. Communications:

- Liaise regularly with UK Programme Development Manager on programme updates and plans
- Hold regular update meetings with the UK Fundraising & Communications Manager, or other UK office staff on fundraising and communication activities
- Review Malawi Communication Strategy with UK Fundraising & Communications Manager, and oversee its implementation
- Expand Temwa's external communications in-country, building on the networks and contacts that have been developed
- Ensure regular collection of communications material as part of programme activities
- Develop key impact material to be used by Temwa, including website content and case studies to support the organisation's impact communications
- Build staff capacity in communications

- Help ensure Temwa's branding and style guide for external communications is in use both in Malawi and the UK
- Coordinate Temwa events and attend external events to build our reputation and ensure active participation with our projects

2. Reporting:

- Support implementation of internal reporting cycle, including completion of regular, good-standard reports which meet deadlines
- Work alongside management to review and analyse activity and monthly reports from the field
- Help complete other reports, such as community consultation summary reports and biannual public reports

3. Monitoring and Evaluation:

- Support implementation of Temwa's M&E plans and strategies alongside programme management
- Support management to coordinate field staff's data collection activities
- Help improve data management systems
- Work with programme management to analyse results of data
- Contribute to impact assessments and reviews

4. Fundraising:

- Research different grants that can be accessed in-country, and support Malawi management with the identification of calls for funding opportunities
- Update and grow a fundraising database of contacts
- Work to form strategic partnerships with relevant organisations and agencies in-country
- Support implementation of recently revised, internal system for developing new project proposals
- Support UK and Malawi management with development of concept notes and proposals
- Support the implementation and progress of Malawi's fundraising strategy, ensuring that the organisation is working to meet targets

Experience, qualifications and requirements

- Experience of working or volunteering with NGOs or charities essential
- Excellent written and verbal communication skills essential
- Great interpersonal and teamwork skills, and proven ability to adapt to different cultural environments essential
- Demonstrable interest in international development essential
- Strong organisational skills and ability to take initiative essential

- Strong all-round ICT skills essential
- Experience from developing countries, especially in sub-Saharan Africa, desirable
- Experience of M&E and report writing desirable
- Experience of fundraising desirable
- Degree or MA in relevant field desirable

Further details on the position and the organisation

Temwa was registered as a UK charity in December 2003, and has since been registered in Malawi with CONGOMA (Council for NGOs in Malawi) as well as with the Malawi Association of Trustees. Temwa currently employs 36 full-time members of staff in Malawi, and the equivalent of 3.5 members of staff in the UK office, which is made up of 6 full- and part-time staff members who are supported by a team of interns and volunteers. We believe the role will provide an interesting and rewarding opportunity in a small, dynamic and not always conventional organisation. Temwa is a rapidly growing NGO, and working as a key part of the Malawi team will give you a pivotal role in the organisation's ongoing development. As the Communications & Programmes Coordinator you will have the opportunity to put your previous experience into great use, learn an array of new skills, and directly see the benefit of the work undertaken and how it supports the life-saving and life-changing projects in Malawi.

Temwa will cover the cost of your flight, and once in Malawi, your accommodation, transport and work expenses. You will also be given a basic living allowance to cover the cost of food and basic living expenses. You will be expected to cover your other living expenses; the cost of living in Malawi is relatively low. These costs can be discussed should you be successfully shortlisted for an interview.

For current Master's students in the field of international development or similar, the position could potentially offer an opportunity to conduct their field research (e.g. an impact assessment) and to write their dissertation as part of the job.

To apply, please send a CV (2 pages maximum) and covering letter (1 page maximum) to sally@temwa.org.