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**Vacancies**

**Link Community Development Malawi**

**ABOUT LINK COMMUNITY DEVELOPMENT**

Link Community Development is a family of organizations working in Malawi as well as Ethiopia, Rwanda, and Uganda. Link Education International (formerly Link Community Development International) based in the UK, provides support with programme and finance management, governance, communications, and fundraising.

Link Community Development believes that a child, vulnerable adult, or person at risk should never experience abuse of any kind. We have a responsibility to work in a way that promotes the welfare of all and protects them from harm. We have a zero-tolerance approach to any harm to or exploitation of a child or vulnerable adult by any of our staff, representatives, or partners.

Link Community Development Malawi (Link Malawi) works to improve access to and the quality of education in Malawi. Since 2008, we have worked with schools to improve the lives of children through unique and effective school improvement models. We support Governments and educators to adopt low-cost solutions to improve learning and support children, with a focus on literacy, numeracy, and inclusion for the most marginalized. Our ambitious current project improving learning and life chances for 5,000 adolescent girls and boys who have never attended or dropped out of school and face complex, intersecting barriers to education.

**PROJECT OFFICER – CLIMATE CHANGE SPECIALIST**

Accountable to: Project Manager – Education

Location: Neno

Tenure: Fixed term (2 years)

**JOB PURPOSE:**

You will play a key role toward the technical direct implementation of the Climate Just Communities (CJC) - achievement of project objectives in Neno district through the management and coordination of project activities, financial, administrative and logistical support. You will be key to managing effective community engagement, partner relations and outreach with all stakeholders. You will partly contribute to the overall organizational knowledge development on climate change adaptation and resilience, and other cross cutting themes.

**SUMMARY KEY PERFORMANCE INDICATORS (ROLES AND RESPONSIBILITIES)**

Summary key performance indicators will be the development of knowledge and mobilizing community activism, empowering them to identify own priorities towards managing climate change, ensure the most marginalized are participating and taking action in building resilience to the local material and social impacts of climate change, and empower communities to advocate for climate justice and develop long-term sustainable change within impact areas.

**KEY AREAS OF RESPONSIBILITIES:**

* Coordinate with the line manager to deliver project activities to high standard and within budget and on time.
* Plan all CJC project activities within the district according to the agreed work plan and thematic areas: budgeting, accounting for resources, and producing related reports.
* Develop and support district and national periodic implementation plans e.g., annual, quarterly, monthly. Ensuring quality on set targets.
* Manage the day-to-day direct implementation of the CJC Project activities in Neno, and provide regular progress reports to the line manager.
* Develop solutions and strategies to address emerging thematic issues, through an adaptive management process or other, attaining evidence-based decision-making at all levels.
* Conduct regular field monitoring visits: alone, or with other project staff or project wide joint monitoring visits in the impact area.
* Support project monitoring and evaluation by maintaining accurate data – supporting baseline, or endline, ongoing monitoring and other evaluation exercises.
* Submit quality periodic progress reports both quantitative (e.g., outputs and outcomes) and qualitative (e.g., significant change stories / case studies) for the CJC project.
* Ensure that all collaborating stakeholders are compliant with key organizational policies including child protection and safeguarding, fraud prevention and data management.
* Uphold Link’s child protection and safeguarding standards, supporting training of partners on safeguarding, and facilitate the effective operation of reporting and whistle-blowing processes.
* Build and maintain relationships with all project stakeholders to ensure smooth project delivery, ensuring community input and feedback is integrated in the CJC project.
* Organize procurement, distribution and accountability of project resources and training materials for all targeted groups.
* Actively participate in staff development on climate change / climate justice.
* Any other tasks as required by the line manager or management.

**Other Responsibilities**

* Represent Link Malawi at all events and meetings as required.
* Any other tasks as required by the line manager or management.

**PERSON SPECIFICATION**

**KNOWLEDGE AND EXPERIENCE**

**Essential**

* Relevant degree in related field
* Professional training and experience in Climate Change preferred and added advantage
* Minimum 5 years’ continuous experience the related field of climate change
* Strong demonstrated experiences and knowledge in project management, budgeting, planning, implementation and reporting to meet with targets.
* Demonstrated strong skills in working with communities, mobilizing the communities, and building sustainable project impact
* Demonstrated experience supporting and use data from monitoring to inform strategies and approaches.
* Knowledge of building capacity for collaborating stakeholders and community to understand and use data.
* Willingness to stay and work in a field office.

**Desirable**

* Experience working with a small or medium sized international NGO.
* Strong experience implementing community economic empowerment programs
* Experience of working with the major international donors.

**SKILLS AND ATTRIBUTES**

**Essential**

* A self-starter, able to work autonomously at all levels.
* High level of analytical skill.
* Proven interpersonal skills and the ability to work with colleagues with high workloads.
* Capable of rapid and quality turnaround on a high workload and multiple tasks.
* High IT literacy in MS Office (including presentations).

**APPLICATION NOTES**

* Please download the full application details on [www.linkeducation.org.uk/work-with-us](http://www.linkeducation.org.uk/work-with-us)
* Link employees are entitled to a generous leave allowance and pension, health insurance and a staff development allowance.
* Salary is dependent on experience and qualifications.
* Both positions will start as soon as possible.
* Submit an **Application Form, Equal Opportunities Monitoring Form, and CV (max 3 pages)** to [recruitment@linkedmalawi.org](mailto:recruitment@linkedmalawi.org) with the subject line “Climate Change Specialist” as necessary.
* Closing date for applications is **12 noon (Malawi time) 2pm Malawi time on Tuesday 21st November 2023.**
* A two or three-stage interview will take place for each post immediately after closing date.
* Only shortlisted candidates will be contacted.

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