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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 (LCDM) works to improve access to and the quality of education in Malawi. Since 2006, we have worked with schools to improve the lives of children through unique and effective school improvement models. We support Malawi Government 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. We have an ambitious project to support Malawi Government deliver on inclusive education in public primary school in selected 2 districts, and hence vacancies have arisen as follows:

**Project Officer – Inclusive Education (2 posts)**

Job Title: Project Officer – Inclusive Education

Accountable to: Project Manager - Inclusive Education

Location: Respective Assigned District

**JOB PURPOSE:**

You will work closely with partners at District Councils, school level, as well as project staff (in programs and finance) to deliver inclusive education coaching / training, mentoring, and supervision for teachers in public primary schools. The role requires excellent written and verbal communication and planning skills, training and facilitation skills, as well as knowledge in inclusive education approaches / classroom teaching methodologies. You must be organized and detail-oriented, be a strong team player and able to work effectively within and across teams.

**AREAS OF KEY RESPONSIBILITIES:**

* Support in planning and coordination of the project and its activities according to agreed workplan.
* 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
* Help build positive relations within the partnership team and external parties
* Work with the Project Manager – Inclusive Education to produce weekly, monthly, termly and annual plans for the project activities and a Project Management Cycle
* Deliver project activities to a high standard, within budget and on time as agreed with the Project Manager
* Build and maintain relationships with all project stakeholders to ensure smooth project delivery, especially with district councils, district education offices and other civil society organizations working in the sector.
* Facilitate individualized support (medical or psychosocial) for learners with different learning difficulties – including assessment, assistive devices procurement and fitting / supply, individualized education plans, and periodic assessments among others.
* Facilitate capacity building sessions of various inclusive education stakeholders such as teachers, parents, school leadership, and district council officials among others
* Monitor and report, the implementation of Inclusive education methodologies at school level.
* Facilitate an adaptive management approach at all levels for strategic direction review.
* Any other tasks as required by the Project Manager, Team Leader, Project Coordinator or Country Director

**Other Responsibilities**

* Represent Link Malawi at all events and meetings as required
* Any other tasks as required by the Country Director, Project Coordinator or Team Leader

**PERSON SPECIFICATION**

**KNOWLEDGE AND EXPERIENCE**

**Essential**

* Relevant degree in related field. Those with diploma plus 5 years relevant experience will be considered.
* Specific professional training in inclusive education will be an added advantage.
* Minimum 3 years’ continuous experience in implementing inclusive education interventions
* Demonstrated experience in working district councils and stakeholders in the education sector.
* Proven experience of managing project deliverables delivering on donor specific requirements and community objectives.
* 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.
* Experience in community mobilization
* Strong experience data management – database set-up, data collection, analysis and reporting for both qualitative and quantitative.

**APPLICATION DETAILS**

* 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 around 1st October 2024.
* Download (at the link above) and submit **1) An Application Form, 2) Equal Opportunities Monitoring Form, and 3) copy of CV (max 3 pages)** to recruitment@linkedmalawi.org with “Application for Project Officer*”* in the email title.
* Closing date for applications is **12 noon (Malawi time) on Wednesday 31st July 2024. Any late submissions will not be reviewed.**
* A two or three-stage interview will take place for each post immediately after this closing date. All shortlisted candidates should be available to attend to interviews in the second and third week of August.
* Only shortlisted candidates will be contacted.

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