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**VACANCY**

**GENDER AND INCLUSIVE EDUCATION SPECIALIST**

**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 based in the UK, provides support with programme and finance management, governance, communications, and fundraising.

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.

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 or exploitation of a child or vulnerable adult by any of our staff, representatives, or partners.

The following vacancy has arisen at LCDM:

Job Title: **Gender and Inclusive Education Specialist**

Accountable to: Team Leader

Location: Neno

**JOB PURPOSE:**

The objective of a Gender and Inclusive Education Specialist is to ensure that Project Activities at Link Community Development Malawi are designed and implemented in a manner that promotes equality, inclusivity, and accessibility for all learners, regardless of gender, disability, or socio-economic background. This role involves assessing barriers to education and developing strategies to create a supportive environment for marginalized groups, including girls, children with disabilities, and those from marginalized communities. The overall goal is to promote equal educational opportunities and outcomes, contributing to a more inclusive, equitable, and empowering learning experience for every student.

**AREAS OF KEY RESPONSIBILITIES:**

* Ensure adherence to and integration of Gender and Social Inclusion (GESI) minimum standards throughout the project and its activities.
* Work within the donor guidance and framework for Gender and Social Inclusion (GESI)
* Act as child safeguarding and child protection focal point person for Link Community Development Malawi
* Develop guidelines and deliver training and capacity building as required to ensure project staff as well as the external evaluation team have comprehensive understanding of the considerations and measures for gender and inclusive education integration in their work.
* Develop guidelines and deliver training and capacity building as required to ensure all program staff and implementing partners understand and uphold the “rights-based” approach to disability.
* Support planning and implementation of activities to ensure they are inclusive, particularly for learners with disabilities.
* Ensure that infrastructure and facilities meet minimum accessibility standards in line with donor requirements.
* Monitor project activities to ensure they are inclusive and support reflection and adaptation to improve inclusion as required.
* Support and lead in assessment of learners with disabilities, assistive devices supply, management and care for learners with disabilities and their communities.
* Work with MEL Officer to effectively disaggregate data on disability and utilize this information to ensure project activities adequately address barriers to inclusion in education.
* Uphold Link’s child protection and safeguarding standards, support training of partners on safeguarding and facilitate the effective operation of reporting and whistleblowing processes.
* Build and maintain relationships with project stakeholders to ensure smooth project delivery.
* Participate in project monitoring and evaluation by maintaining accurate data.

**Program Development**

* Actively participate in monthly management meetings
* Contribute to the development of new projects and proposals
* Document and share success stories and learning from the project

**Other responsibilities**

* Represent Link Malawi at all events and meetings as required.
* Any other tasks as required by the Team Leader or Executive Director or management team

**PERSON SPECIFICATION**

**KNOWLEDGE AND EXPERIENCE**

**Essential**

* Relevant degree in related field
* Specific professional training in related field will be an added advantage.
* Minimum 5 years’ continuous experience in implementing inclusive education interventions
* Demonstrated experience in working with district councils, OPDs and other stakeholders in the 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 advocate for their rights.
* Willingness to stay and work in a field office.

**Desirable**

* Experience working with a small or medium sized NGO.
* Strong experience in donor engagement, reporting and finance management.

**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.
* Willing and ready to support the administrative functions of a district office.

**APPLICATION DETAILS**

* The post is a fixed term full-time contract to be based in Lilongwe at the national office.
* Link employees are entitled to a generous leave allowance and pension, health insurance and a staff development allowance.
* Salary is competitive, and dependent on experience and qualifications.
* The position will start as soon as a candidate is available.
* Please send an **Application Form, Equal Opportunities Monitoring Form and CV (max 3 pages)** to [link@linkedmalawi.org](mailto:link@linkedmalawi.org) with the subject line “Gender and Inclusive Education Specialist”. Application Forms are available here: [www.linkeducation.org.uk/work-with-us](http://www.linkeducation.org.uk/work-with-us)
* The closing date for applications is **2pm on Thursday 20th February 2025, Malawi time**.
* A two or three-stage interview will take place immediately after. Applicants must be available.
* Only candidates who are invited to the interview will be contacted.

We are an equal opportunity employer, and qualifying female candidates are encouraged to apply.

**NOTE:**

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