

# **The Delegation of the European Union to the Republic of Malawi**

## **VACANCY PUBLICATION**

The Delegation of the European Union to the Republic of Malawi invites applications from suitably qualified and experienced candidates for:

### **Programme Manager – Good Governance and Civil Society Officer**

Ref. No: ADM/TW/ECOPA/AL-I/2015

## **ECONOMIC AND PUBLIC AFFAIRS SECTION**

**Function type:** PROGRAM / PROCESS / PROJECT MANAGEMENT

**Function name:** Programme and project cycle management

#### **Duties:**

- Assist in the implementation of projects. Prepare draft Terms of Reference for tenders and contracts, participate in evaluation of tenders, preparation of contracts and contract amendments
- To contribute to all stages of the project cycle including programming, identification, formulation, implementation and evaluation.
- Validate all invoices and payment certificates for projects to ensure that they comply with relevant Financing Agreements and contracts
- Attend Project Steering Committees or other relevant projects meetings, meetings with other donors and or GOM representatives as required
- To assist with the monitoring of EC financed projects.
- To assist with evaluations and audits and make recommendations for follow-up on the findings

**Function type:** POLICY COORDINATION

**Function name:** Aid Co-ordination

#### **Duties:**

- To coordinate with other actors and stakeholders in the area of good governance in Malawi including the Government of Malawi, Governance institutions, development partners etc.

**Function type:** POLICY DEVELOPMENT

**Function name:** Policy development

#### **Duties:**

- Contribute to the policy dialogue on good governance in Malawi

The main areas of work include: civic education (NICE), elections, human rights and civil society and gender.

## **QUALIFICATIONS AND EXPERIENCE REQUIRED**

### **Education & Training**

- The candidate needs to have an academic background, preferably a higher level degree in the relevant field

## **Experience**

- At least 3 years work experience in the same field or equivalent.

## **Skills, Knowledge and personal qualities**

- Effective written and spoken communication skills,
- Ability to work flexibly on a range of assignments, and to work under pressure to produce good-quality output in response to tight deadlines,
- Strong inter-personal and team skills, ability to develop effective relations within and outside the organisation; interest in working in a diverse, multi-cultural team,
- Good judgment and a high degree of commitment to the job,
- Creativity and inventiveness and good communication and reporting skills are essential,
- Ability to set priorities, analyse needs and convert those into plans and action,
- Effective time management with ability to deliver results on time to meet deadlines,
- An excellent command of written and spoken English is essential,
- Drafting skills (for memos, reports, articles, aide memoire etc.) must be outstanding,
- Sound knowledge of Word, Excel, Outlook, Explorer and Access is necessary. Experience with Information Management System is an asset, and
- Evident commitment to development co-operation. A good level of empathy to understand people and show consideration at all times. Good resilience, showing drive and determination in the pursuit of goals, even when faced with difficulties and when working under pressure.

## **How to apply:**

Applications including an updated Curriculum Vitae (CV) in English and a letter of interest indicating the job reference number **Ref No: Ref. No: (ADM/TW/ECOPA/AL-I/2015)**

Should be submitted to:

**The Head of Administration  
European Union Delegation to the Republic of Malawi  
P.O. Box 30102  
Lilongwe 3  
Malawi**

Or by email to: **DELEGATION-MALAWI-HOA@eeas.europa.eu**

**Closing date for receipt of applications: 20<sup>th</sup> January 2015 (applications must have reached the delegation by this date)**

Candidates who have not been contacted by 30<sup>th</sup> January 2015 should consider that there is no follow up to their application and the EU Delegation will not further advise unsuccessful candidates.

The European Union is an equal opportunity employer and the Delegation is a smoke free environment. Recruitment of the successful candidate will be subject to medical fitness. The Delegation has HIV/Aids at the workplace policy. The vacancy is for a temporary contract. Short listed candidates will be invited to interviews and may be asked to take a practical test.