**TITLE:** Communications Officer

**PARTNER(S):** WUSC Malawi

**COUNTRY AND PLACE OF ASSIGNMENT:** Malawi, Lilongwe

**CONTRACT DURATION:** 12 weeks

**DESCRIPTION:**

Uniterra is a leading Canadian international volunteer cooperation and development program, jointly implemented by the Centre for International Studies and Cooperation (CECI) and World University Service of Canada (WUSC). Uniterra contributes to improving the socio-economic conditions of poor and marginalized communities in 14 countries and with over 170 partners in Africa, Asia and the Americas through the exchange of expertise and knowledge of Canadian and international volunteers. Uniterra believes that economic growth, when inclusive, is the most powerful driver of poverty reduction. The purpose of the Uniterra program is to improve the lives of some of the world’s most vulnerable populations by stimulating growth and facilitating access to the benefits of growing and diversified markets. To make this happen, we are working with our local partners to enhance the income of poor and marginalized women and youth through better access to employment and income generation opportunities. Uniterra country program staff work with our local partners to design Uniterra assignments in the context of the country strategy, supporting the inclusion of women and youth in key economic subsectors.

For more information on the Uniterra program, our approach and countries of focus please visit: Uniterra.ca.

**RESPONSIBILITIES:**

- Assist in implementing a communication strategy and an annual plan;
- Support the development of communication materials for partners and their activities;
- Document success stories and create related promotional materials;
- Promote the visibility of program activities in Malawi and abroad;
- Integrate social media efforts to cultivate and strengthen audiences, information sharing activities and online communities;
- Coordinate and implement the country office communications activities;
- Ensure compliance with graphic standards in the development of all communication material, as outlined by Uniterra, CECI and WUSC communications strategies;
- Support the country office team in coordinating and organizing events;
- Organize related communications activities and events for the program (ie. meetings, training sessions and workshops with and for local partners,
- Produce local communication material for program outreach team in Canada;
- Contribute to the volunteer blog and engage other volunteers to participate in it;
- Identify success stories, local partners and volunteers to profile via different channels;
- Ensure the representation and participation of women and youth in all activities and program benefits;
- Write reports required by partners and the Uniterra program.

**QUALIFICATIONS:**

- Experience in communication is a strong asset
- Experience working with Google Drive
- Ability to work independently and collaboratively
- Ability to work in an intercultural environment
- Strong written and oral communication skills in English