**TITLE:** Information Management Officer

**PARTNER(S):** Coalition of Women Living with HIV and AIDS (COWLHA)

**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.

The Coalition of Women Living with HIV and AIDS (COWLHA) seeks to create a united voice for women living with HIV in Malawi towards addressing the challenges affecting them. COWLHA works to improve the lives of its 15,000 members across the country through work with local and national structures, and a wide range of public and private donors, in women’s economic empowerment, gender and women’s rights, research and advocacy, and capacity building. As a Malawian civil society leader in women’s empowerment, the organization has been recognized for its exemplary work by organizations such as the United Nations Development Programme.

The Information Management Officer volunteer will support in building the capacity of the COWLHA team in implementing systems to effectively document, store and monitor technical information.

**RESPONSIBILITIES:**

- Assist staff in improving the information management system and processes;
- Support and mentor staff in information and database management;
- Support staff in reporting results;
- Review and provide recommendations on improvement of the website;
- Ensure the representation and participation of women and youth in all activities and program benefits;
- Write reports required by COWLHA and the Uniterra program.

**QUALIFICATIONS:**

- Familiarity with document management systems is a strong asset
- Experience in facilitation and collaborative work
- Ability to work in an intercultural environment
- Strong written and oral communication skills in English