**TITLE:** ICT Officer

**PARTNER(S):** Malawi Milk Producers Association (MMPA)

**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 Malawi Milk Producers Association (MMPA) is an umbrella organization of three regional dairy associations in Malawi: The Shire Highland Milk Producers Association (SHMPA) in the Southern region, The Central Region Milk Producers Association (CREMPA) in the Central region and The Mpoto Dairy Farmers Association (MDFA) in the Northern region. The three associations operate 58 Milk Bulking Groups (milk collection centres) where farmers deliver their milk daily. MMPA has 18 500 members, mostly smallholder dairy farmers who own one or two dairy cows each.

The Information and Communications Technology (ICT) Officer volunteer will contribute to Uniterra program objectives by supporting the development MMPA staff capacity in developing the member database, and reviewing and updating the website.

**RESPONSIBILITIES:**

- Work with staff to review data management and ICT systems for membership;
- Support training of staff in data management;
- Support the review and update of the MMPA website;
- Develop content that is relevant and appealing to the target audience (e.g. print, photo, video, audio);
- Identify case study opportunities, and conduct and record case studies;
- Support an online media presence;
- Ensure the representation and participation of women and youth in all activities and program benefits;
- Write reports required by MMPA and the Uniterra program.

QUALIFICATIONS:
- Knowledge of website development or management
- Ability to work independently and collaboratively
- Ability to work in an intercultural environment
- Strong written and oral communication skills in English