**TITLE:** Communications and Business Support Officer

**PARTNER(S):** Malawi Hub

**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.

Malawi Hub, (mHub) is a technology and innovation hub and workspace for social enterprise that champions the development of local technology solutions. The hub invites young innovators and entrepreneurs with technical and business skills to come and create sustainable business solutions. mHub provide a space for skills development, knowledge transfer, networking and mentorship. It has trained over 8,000 youth in ICT skills and entrepreneurship and incubates 15 emerging entrepreneurs. The resource center has 180 youth as members and work to grow knowledge sharing between industry, academia, developers, researchers and the community on the development of technology solutions that solve problems in the society and world.

The Communications and Business Support Officer will help to achieve Uniterra objectives by building the capacity of the mHub in areas of communication and business support services to enable mHub to support youth business and grow their social enterprises.

**RESPONSIBILITIES:**

- Work with staff to solicit partners and clients for the hub;
- Provide support in managing partner and client relations;
- Work closely with staff in developing and implementing strategies and activities to help position mHub as an industry leader in innovation and technology;
- Support staff in the development of new communication strategies and tools to better communicate with partners and clients;
- Capture and publish success stories;
- Support the management of mHub’s digital platforms;
- Ensure the participation of women and youth, as well as their representation, in all activities of and all program benefits;
- Write reports required by mHub and the Uniterra program.

**QUALIFICATIONS:**

- Strong written and oral communication skills in English.
- Ability to work independently, take initiative, and work well in a cross-cultural team
- Commitment to and understanding of gender equality, youth inclusion and volunteering