<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Communications and Knowledge Management Officer</th>
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<tbody>
<tr>
<td>PARTNER(S):</td>
<td>Early Childhood Development (ECD) Coalition</td>
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<tr>
<td>COUNTRY AND PLACE OF ASSIGNMENT:</td>
<td>Lilongwe, Malawi</td>
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<tr>
<td>CONTRACT DURATION:</td>
<td>12 weeks</td>
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**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 Early Childhood Development (ECD) Coalition is a membership of ECD service delivery organizations in Malawi working to promote high quality, holistic ECD as a foundation for the best possible start in life through advocacy, research, capacity building, resource mobilization, monitoring and evaluation, collaboration and partnership. The overall focus is to advocate for quality delivery of all ECD services to all children in Malawi, with the understanding that development in early years determines many aspects of life for all people. To learn more visit ecdcmw.org

*The volunteer will help ECD to develop its knowledge management strategy and improve communications tools for collecting and sharing best practices and engaging with the public*

**RESPONSIBILITIES:**

- Review knowledge management capacity of the partner organization (evaluate how they store, arrange, index and classify information).
- Support partner organization in preparing a Monitoring and Evaluation (M&E) plan.
- Support ECD Coalition in documenting best practices and case studies from members and disseminate through appropriate organizational and public information.
channels
- Advise on the production of publications and deliverables, and internal knowledge management;
- Ensure the participation of women and youth, as well as their representation, in all activities of and all program benefits; and
- Write reports required by ECD Coalition and the Uniterra program.

**QUALIFICATIONS:**

- Work, academic, internship or volunteer experience in the area of communications and designing and implementing knowledge management and communications strategies;
  Demonstrated ability to take initiative
  Ability to work independently and collaboratively in cross-cultural environments
- Excellent interpersonal, teamwork, and communications skills;
- Demonstrated ability to take initiative
- Ability to work independently and collaboratively in cross-cultural environments
- Written and oral fluency in English