<table>
<thead>
<tr>
<th><strong>TITLE:</strong> M&amp;E and Communications Officer</th>
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<td><strong>PARTNER(S):</strong> Network for Youth Development</td>
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<td><strong>COUNTRY AND PLACE OF ASSIGNMENT:</strong> Lilongwe, Malawi</td>
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<td><strong>CONTRACT DURATION:</strong> 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 Network for Youth Development (NfYD) is a local non-governmental organization that is committed to empowering youth to play an active role in the development processes that affect their lives. The organization provides a forum where youth from different backgrounds are able to share ideas, exchange experiences and learn from each other. NfYD is working to build a community of self-reliant young people who are participating in the developmental issues that affect them in their communities, regardless of culture, age, gender etc. NfYD has established clubs to work closely with youth in these areas of focus: gender, youth participation, youth and children's rights, human rights, education, climate change and agriculture. For more information about these clubs, please visit www.nfydmw.org.

The M&E and Communications Officer will contribute to Uniterra and NfYD objective of supporting in the project monitoring, evaluation, research, learning, and reporting as well as promotion of NfYD program.

**RESPONSIBILITIES:**

- Work with staff to review current M&E tools and suggest potential changes to help better capture data on youth and gender
- Provide data collection support to the M&E staff, including co-design, administration and/or supervision of data collection activities;
- Promote the visibility of program activities in Malawi and abroad through social media channels;
- Implement social media efforts to cultivate and strengthen audiences, information sharing activities and online communities;
- Coordinate and implement communications activities requested by the Network for Youth Development office
- Train staff on new/additional M&E tools developed
- 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 Network for Youth Development and the Uniterra program.

**QUALIFICATIONS:**

- Work, academic, internship or volunteer experience in the area of data collection, analysis, dissemination and report writing techniques and tools.
- Ability to work in a team setting
- Demonstrated ability to take initiative
- Ability to work independently and collaboratively in cross-cultural environments
- Written and oral fluency in English