



CCAP Synod of Livingstonia's experience in education dates back to 1875 when the first Scottish missionaries established their centres in the Northern Region of Malawi. The Education Department of the CCAP Synod of Livingstonia by self-help and in partnership with others, strives to provide quality education for spiritual, physical, mental and socio-economic development to the society in Malawi. In doing so, the Synod places emphasis on a holistic approach that promotes and upholds Christian values and the spirit of good stewardship. The Education Department runs over 850 primary schools, 7 secondary schools, one Teacher Training College and one Technical College.

Knowledge Management and Communications Internship

The Education Department of CCAP Synod of Livingstonia is inviting applications for the position of **Knowledge Management and Communications Intern** from recent graduates. S/he will support the coordination of the department's media, internal and external communications activities to raise its profile both internally and externally. The position will also support the design and implementation of knowledge management systems that will encompass all department's activities and programmes. S/he shall report to the Deputy Executive Director.

Main responsibilities

- Support programmes and schools by coordinating the collection, editing and dissemination of relevant communication materials in compliance to the Synod's and donor visibility requirements and policies highlighting the situation, successes and lessons learned from our programmes and activities.
- Ensure that the branding and communication guidelines of Department are uniformly and consistently followed.
- Plan, coordinate and manage strategic communications to increase engagement, visibility and voice for Department's Activities
- Manage the quality and efficiency of the Department's Social Media Channels which includes; Website, Facebook, Twitter, etc.
- Support the design and implementation of Department's learning portfolio and the accountability system
- Support the development of simple databases for data storage to facilitate the sharing and documentation of best practices and lessons learnt from Department's programming.

Qualifications and experience

- Bachelor's degree in ICT, Media Studies, Mass Communication or any *development related field*.
- Knowledge in Website Development and Management
- Strong verbal and written communication skills; and ability to work with an interdisciplinary team.
- Strong organizational and multi-tasking skills including ability to meet strict deadlines.

Send your applications indicating the position you are applying for in the Subject Line with at least two traceable referees to:

**The Executive Director
CCAP Synod of Livingstonia
Education Department
P.O Box 112, Mzuzu**

Email: jobs@ccapsoliniaeducation.org

Closing date for receiving applications is 5th December 2022. Only shortlisted candidates will be contacted.

CCAP Synod of Livingstonia is an equal opportunity employer, women are encouraged to apply. The Synod reveres child, adult and staff safeguarding as such all candidates will be subject of strict background checks including mandatory police check.