

CENTRE FOR HUMAN RIGHTS AND REHABILITATION (CHRR)

VACANCY ANNOUNCEMENTS

The Centre for Human Rights and Rehabilitation (CHRR), one of the leading human rights and good governance nongovernmental organizations in Malawi, was founded in February 1995 as a non-profit organization and is legally registered under the Trustees Incorporation Act of 1962. CHRR is also registered with the NGO Regulatory Authority (NGORA) and is a member of the Council for Nongovernmental Organizations in Malawi (CONGOMA).

CHRR is recruiting as follows:

1.

Title:	Resource Mobilization Officer
Commencement Date	January 2024
Duty Station	CHRR Office, Area 47/3/91, Lilongwe
Contract Duration:	1 year, renewable
Reports to:	The Programs Manager

Under the direct supervision of the Programs Manager, the Resource Mobilization Officer shall work with and provide leadership to the Resource Mobilization Team to perform all activities related with fundraising to ensure the Centre's financial sustainability for the fulfilment of its objectives and strategic goals.

MAIN DUTIES AND RESPONSIBILITIES:

- Take the lead in identifying funding opportunities, listing them and sharing the information with the Programs Manager.
- Leading the funding proposal writing processes which involves writing project and budget plan proposals and coordinating with the Monitoring and Evaluation Coordinator and the Programs Manager.
- Developing a resource mobilization Work plan and constantly following-up the implementation of the plan. This involves designing and writing materials for communications with different prospective donors and agencies.
- Mobilizing financial and non-financial resources from private sectors entities, individuals and corporate agencies.
- Coordinating processing of agreements in connection with funding opportunities and ensure effective and timely follow-up in terms of submission of reports to the donors and grant renewal proposals.
- Monitoring donor reporting and grant expenditure deadlines; responding to these deadlines while participating in the preparation of quality financial and narrative reports to donors.

- Ensuring that fundraising and resource mobilization information is up to date on the CHRR website and other related social media platforms.
- To undertake all other relevant activities as and when assigned by the Programs Manager.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent Time Management
- Attention to detail
- Ability to creatively solve problems
- Excellent knowledge of English, both spoken and written
- Good analytical skills in developing and implementing resource mobilization strategies
- Ability to work effectively in teams
- Ability to prioritize workload and demonstrate deliverables/outcomes
- Initiative taker, self-motivation and a commitment to continuously work results oriented
- Negotiation, communication and interpersonal skills
- Good understanding of reporting processes
- Computer literacy and ability to effectively use a variety of software.

EDUCATION

Bachelor's degree in development studies, project management or other related field. Knowledge and experience of Media relations and communication will be an added advantage.

EXPERIENCE

At least 3 years' proven experience in resource mobilization, business development or human rights sector.

2.

Title:	Communications Officer
Commencement Date	January 2024
Duty Station	CHRR Office, Area 47/3/91, Lilongwe
Contract Duration:	1 year, renewable
Reports to:	The Programs Manager

Under the direct supervision of the Programs Manager, the Communications Officer shall oversee the communications efforts, including public relations, marketing and maintenance of the corporate image of CHRR through different media outlets.

MAIN DUTIES AND RESPONSIBILITIES:

- Collaborate with management to develop and implement an effective communication strategy based on CHRR target audience
- Write, edit and distribute various types of content, including material for a website, press releases, marketing material and other types of content that take the message to the public
- Maintain a database of media organizations and contacts within them
- Develop and maintain working relationships with journalists in multiple types of media outlets
- Seek opportunities to enhance the reputation of the organization and coordinate publicity events as required
- Maintain the organization’s website and web-based tools for information dissemination
- Contribute to the collection of good practices and success stories with a view to channel them to key stakeholders including donors and the media in coordination with project team and partners
- Manage CHRR’s social media communications
- Design and produce internal newsletters, magazine and annual reports for the organization
- Prepare and manage the organization’s communication budget
- Assist in preparation and implementation of meetings, seminars, workshops as well as internal meetings and disseminate information on these activities
- To undertake other relevant activities as and when assigned by the Programs Manager.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent Time Management
- Attention to detail

- Ability to creatively solve problems
- Excellent knowledge of English, both spoken and written
- Ability to work effectively in teams
- Ability to prioritize workload and demonstrate deliverables/outcomes
- Initiative taker, self-motivation and a commitment to continuously work results oriented
- Negotiation, communication and interpersonal skills
- Good understanding of reporting processes
- Computer literacy and ability to effectively use a variety of software.

EDUCATION

Bachelor's degree in Communication, Public Relations, Journalism or other related field. Written and oral communication skills.

EXPERIENCE

At least 3 years' proven experience in a similar position.

How to Apply;

Written applications including Cover Letter and Curriculum Vitae indicating position applied for with day-time contact phone number(s) of three references.

All applications should reach the **Executive Director** not later than **4th December, 2023** through e-mail: chrr@chrrmw.org or to:

The Executive Director
Centre for Human Rights and Rehabilitation
P.O. Box 2340
Lilongwe.