



VACANCIES

ABOUT US

Umunthu Plus (UP) is a Malawian not for profit organization registered with Government of Malawi, Council for Non-Governmental Organization of Malawi (CONGOMA) and NGO Regulatory Authority (NGORA). Umunthu Plus is implementing programs focusing on health, education, Agriculture and Climate Change, Gender and human rights and general livelihood targeting most vulnerable populations.

Umunthu Plus will be implementing a Gender Justice Project entitled; **Community Action for Gender Empowerment (CAGE)** for a period of five(5) years under the Civil Society Strengthening Fund (CSSF) with financial support from a consortium of partners (Tilitonse Foundation, Comic Relief and UK International Development).

In this regard Umunthu Plus is seeking to hire qualified candidates to fill the following positions;

3: Gender Officer –Location Nkhotakota

Description: The Gender officer will lead initiatives to promote gender equality within the organisation. He/She will develop and implement gender-focused programs, policies, and strategies to ensure an inclusive and equitable environment for all stakeholders. The role involves advocating for gender mainstreaming, conducting assessments, and providing expert guidance on gender-related issues.

Reporting To: Programs Manager

Job Type: Full time

Duties and Responsibilities:

- Develop and oversee gender equality programs and initiatives.
- Conduct gender assessments and provide recommendations for organizational improvements.
- Collaborate with internal and external stakeholders to integrate gender perspectives in policies and projects.
- Train and educate employees on gender-related topics, such as diversity and inclusion.
- Monitor and evaluate gender-based projects to measure their impact and effectiveness.
- Ensure compliance with local and international gender policies and regulations.
- Support in preparation of action plans and budgets for gender activities during inception of new and in ongoing projects.

- In collaboration with MEL staff, create a mechanism for capturing and documenting key successful interventions including gender impact case studies and success stories.
- As needed, represent Umunthu Plus as the gender focal person in related forums, meetings, workshops, etc.
- Assist by providing critical inputs in developing project proposals and project designs to strategically integrate gender sensitive and transformative approaches.
- Plan and spearhead new gender-related initiatives for the organisation in close coordination with the Head of Programs, staff and relevant stakeholders.
- Prepare reports and recommendations on gender issues for senior management.
- Plan and Implement Gender Related activities within Umunthu Plus

Requirements and Skills:

- Strong knowledge of gender equality principles, policies, and frameworks.
- Excellent communication and advocacy skills.
- Ability to conduct gender analysis and assessments.
- Leadership and teamwork abilities to work effectively across diverse groups.
- Strategic thinking and problem-solving capabilities.
- Research skills and proficiency in report writing.
- Cultural sensitivity and awareness of gender-related challenges.
- Proven experience in gender-related roles or social justice initiatives.
- Prior work in NGOs, government agencies, or corporate settings focusing on gender mainstreaming.
- Experience in designing and implementing gender-inclusive programs.
- Ability to handle complex gender issues with professionalism and integrity.

Qualifications:

- Bachelor's degree in Gender Studies, Social Sciences, Human Rights, or a related field.
- Certification in gender-focused training or diversity and inclusion programs.
- Minimum of 3 years of experience in gender-related roles.

2: Resource Mobilization Officer –Location Nkhotakota

Description: We are looking for a fundraiser with experience in the international development sector to help us increase our income from trusts, INGOs, foundations and institutional funders.

Reporting To: Programs Manager

Job Type: Full time

Duties and Responsibilities:

- Support the entire proposal development process for identified funding opportunities, working closely with Umunthu Plus Management team to develop high quality funding applications. This includes developing narrative, budgets, log frames/logical models and theory of change in accordance with funder guidelines.
- Remain abreast of funders trends, build organizational understanding of new funders and contribute information for prioritization of funding opportunities.

- Generate leads, identify co-founding partners, analyse opportunities, pitch ideas and develop internal stakeholder buy-in to go after opportunities
- To assist in mobilizing non-financial resources from private sectors entities, individuals and corporate agencies
- Identify and cultivate relations with strategic implementing partners for prospective consortium style initiatives
- Maintain the donor database in place to ensure it is an up-to-date and dynamic document and share its contents systematically with the Executive Director and the organization team members.
- Develop generic templates for quick response to calls where donors do not provide templates

Requirements and Skills:

- Previous proposal development and proposal-writing experience.
- Good people, presentation and networking skills, with a proven track record of building and managing effective relationships.
- A good working knowledge of the small / medium NGO sector and sustainable funding models.
- Relevant experience with institutional donors and trusts and foundations.
- Experience engaging new donors and opening new partnership opportunities.
- Flexible, self-motivated and highly organised to carry out a part-time role and make the most of opportunities to develop and grow.
- Finance and budget development experience
- Excellent external communication and writing skills.
- Highly organized team player, with a pro-active and flexible work style.
- Demonstrated understanding of and experience in international development or the social sector more broadly.
- Humility, integrity and a sense of humour.

Qualifications:

- Bachelor's degree in Social Sciences, Business Administration, Marketing, Public Relations, or a related field
- Those with additional Certification in project management, fundraising and grant writing will have an added advantage.
- Minimum of 3 years of experience in the NGO sector or fundraising-related roles.
- Proven track record of successful fundraising from major donors, corporate sponsors, or foundations.

1: Administrative assistant – (Location- Nkhotakota)

Purpose:

We are looking for a highly organized and detail-oriented Administrative Assistant to join our team. The ideal candidate will provide vital support to ensure smooth office operations by managing administrative tasks, coordinating schedules, and assisting with communication and documentation.

Reporting To: Finance and Administration Manager

Job Type: Full time

Duties and Responsibilities

- Manage and maintain office schedules, appointments, and meetings.
- Prepare and edit correspondence, minutes, reports, and presentations.
- Handle incoming calls, emails, and inquiries professionally.
- Organize and maintain filing systems, databases, and records.
- Assist with travel arrangements, expense tracking, and office supplies management.
- Support senior staff with administrative tasks as needed.
- Being a point of contact for a range of staff and external stakeholders
- Ensure office operations run efficiently and contribute to a productive work environment

Skills, Experience Abilities and Qualifications

- Strong organizational and time management skills.
- Excellent verbal and written communication skills.
- Proficiency in office software (Microsoft Office, Google Workspace, etc.).
- Ability to multitask and prioritize workload effectively.
- Attention to detail and problem-solving abilities.
- Professional behaviour and ability to work both independently and in a team.
- At least 2 years previous experience in an administrative role is preferred.
- Minimum of a Diploma in Business Administration, Business management, and Human resource Management.

Applications Processes.

Applications with curriculum Vitae (CV), **three traceable referees** and relevant copy certificates should be emailed to the following address;

The Executive Director
Umunthu Plus
P.O Box 26
Nkhotakota
E-mail, jobsumunthu@gmail.com

Deadline for applications is **Saturday 26th April, 2025**. Please note that attachments should only be in **Ms Word** or **PDF**. Zipped files Must Not be attached. Only applications from shortlisted candidates will be acknowledged.

Applicants should indicate the post being applied for in the subject line of the Email.

Umunthu Plus is an equal opportunity employer and encourage applications from candidate of all backgrounds.