



## VACANCY ANNOUNCEMENTS

### **About Millennium Challenge Account-Malawi II**

The Government of Malawi signed a five-year agreement (“Compact”) with the Millennium Challenge Corporation (“MCC”) to fund specific programs targeted at reducing poverty and stimulating economic growth. MCC is a U.S. government agency focused on assisting countries dedicated to good governance, economic freedom, and investing in people. An Accountable Entity called the Millennium Challenge Account-Malawi II (“MCA-Malawi II”) has been created and designated by the Government of Malawi to implement the Compact.

### **Malawi Compact**

The Compact consists of three projects, namely:

1. The Accelerated Growth Corridors Project (AGC) will focus on reducing transport costs in targeted rural areas. Under the AGC Project, the Road Corridor Improvement (RCI) Activity will target investment in physical upgrades and improvements across different classes of roads within four selected Accelerated Growth Corridors (AGCs) to improve rural access by addressing road conditions and reducing transport costs. The Policy and Institutional Reform and Capacity Building (PIR) Activity will focus on assisting the Government to address policy, legislative, institutional, and funding issues to ensure that road transport in AGC areas is well-maintained and managed.
2. The Increased Land Productivity Project will focus on improving land services, strengthening conditions for increased investment in land and better-functioning land markets through two main activities: the Land Administration Resourcing and Institutions Activity – which will support development, adoption, and implementation of reforms to expand national land-based revenues and address institutional change – and the City Council Land-Based Revenue

Modernization Activity, which will expand coverage and collection of land-based revenues, to increase resources for key services and increase investment in land and finally.

3. The American Catalyst Facility for Development Project will focus on facilitating U.S. International Development Finance Corporation (DFC) investment in Malawi to catalyze increased private investment consistent with Compact objectives and increase the scale and impact of the Compact.

## **1. Communications Specialist**

### **Position Objective**

Reporting to the Communications Director, the Specialist will help develop and implement broad-based strategic communications strategies to effectively promote and publicize MCA-Malawi II projects and activities along managing and tracking regular and as-needed stakeholder engagement across the projects. The Specialist will help develop a strong relationship with the media, serves as the official spokesperson for MCA-Malawi II and will also develop media opportunities for MCA-Malawi II and MCC officials.

### **Duties and Responsibilities**

#### **I. Strategic Communications and External Relations**

- Support the development and execution of comprehensive communications efforts, including managing events, media and stakeholder outreach, and public information campaigns.
- Assist in crafting and executing a detailed communications strategy aimed at engaging national and community-based media, government officials, stakeholders, and other key audiences to ensure the success of projects throughout the compact's duration.
- Assist in crafting a wide range of communication materials, such as press releases, media advisories, news briefs, fact sheets, video scripts, stories of impact, blogs, opinion pieces and others for public outreach strategies.
- Prepare drafts of speeches and talking points for the MCA-Malawi II CEO and senior staff for various public engagements.
- Work in close coordination with the MCC Resident Country Mission, MCC Headquarters, and the US Embassy on communications strategies, plans, and addressing any high-profile issues.

#### **II. Media Engagement and Partnerships**

- Foster and maintain strong relationships with media outlets, assisting the official spokesperson for MCA-Malawi II in media relations.
- Monitor media coverage and liaise with media representatives to ensure the dissemination of accurate program information to the public.
- Engage in stakeholder relations efforts, helping to build, maintain, and utilize a network of contacts to support and promote the program effectively.
- Participate in the development and implementation of strategic plans for engaging stakeholders in the planning, monitoring, and evaluation phases of the program, in collaboration with the M&E Director.

- Assist in organizing and conducting public consultation sessions and stakeholder engagement activities, ensuring alignment with International Finance Corporation (IFC) Performance Standards and the MCA-Malawi II Environmental and Social Management System (ESMS).
- Facilitate public access to information regarding Malawi and compact activities, including MCC-funded procurement opportunities.
- Contribute to the planning and execution of market outreach activities for procurements as needed.

### **III. Digital Communications, Social Media, and Branding**

- Help enforce MCC branding guidelines across all program materials and communications.
- Aid in the management and updating of the MCA-Malawi II website, ensuring it remains a vital source of information.

Support the planning and management of social media content and activities across various platforms (Facebook, X, YouTube, LinkedIn, WhatsApp, Signal, etc.) maintaining a cohesive and strategic online presence.

- Assist in creating cutting-edge digital multimedia assets, including videos, photo stories, graphic design for diverse posters, infographics, PowerPoint presentation templates, e-newsletters, banner designs and others.

### **IV. Internal Communications and Capacity Building**

- Support the implementation of the internal communication strategy to allow for an uninterrupted flow of information while reinforcing MCA-Malawi II's high-performance culture, teamwork, and values.
- Assist in efficiently managing communication initiatives, preparing work plans, monitoring communication results, and continuously managing the risk mitigation matrix.
- Assist in conducting orientation sessions and offering advice to MCA-Malawi II staff and consultants regarding both internal and external communications guidelines.
- Participate in the organization and management of events, both small and large scale, to showcase compact activities.
- Collaborate with the M&E Director and project directors to produce and distribute timely updates (e.g., blogs, reports, newsletters) to stakeholders and target groups, providing essential program information.
- In collaboration with the MCA Malawi II M&E Director, assist in communicating program progress and achievements according to the M&E plan.
- Support the MCA-Malawi II CEO and relevant directors in creating and executing outreach strategies that highlight private sector involvement and successes within the compact, along with publicizing opportunities for engagement.

### **Education**

- A Degree in Communications, Journalism, Community Development, Business Administration, or related field (advanced degree preferred).

## Experience

- Approximately five (5) or more years of relevant working experience in strategic communications and community and public outreach.
- Experience working with national and community-based media; with previous on-the-record experience.
- Demonstrated knowledge and expertise in managing public information campaigns.
- Demonstrated knowledge and expertise in crafting and delivering messages to diverse stakeholders.
- Strong computer proficiency (Word, Excel, Outlook, PowerPoint) and willingness to learn additional applications (and accessible technology) as necessary.
- Demonstrated ability to communicate effectively both orally and in writing, plus the ability to develop, maintain, and engage a broad range of contacts in the public and private sectors of Malawi.
- Experience working with international organizations or donors a plus.
- Excellent written and verbal communication skills in English and Chichewa.

## How to apply

Applications for these positions should be sent to: [recruitment@mca-malawi2.gov.mw](mailto:recruitment@mca-malawi2.gov.mw)

Applications should be accompanied by the following documents:

1. Curriculum vitae containing detailed work experience.
2. Cover letter confirming interest and availability.
3. Soft copies of education and professional certificates (if available).

The closing date for receiving applications is **11th March 2024**. Please note that only applications received through [recruitment@mca-malawi2.gov.mw](mailto:recruitment@mca-malawi2.gov.mw) will be considered. Any applications received through other channels will not be considered. Only shortlisted applicants will be contacted for interviews. Interested applicants should indicate the position title in the subject line of the email.