



1. Position: Communications Officer

MwAPATA Institute is an independent policy think tank in Malawi, established to inform and guide national policy issues related to agriculture, natural resources, and rural transformation. The mission of the MwAPATA Institute is to conduct independent, objective, empirical research aimed at providing innovative and practical recommendations to inform agricultural sector policies in Malawi. The aim of the Institute is to accelerate the adoption of effective Malawian-led policies and programs to drive broad-based agricultural transformation, diversification, and improved smallholder incomes and nutrition in Malawi. The Institute plays a leading role in identifying strategies that will improve the investment climate, and promote agricultural productivity, diversification, and commercialization. The Institute is affiliated with the National Planning Commission (NPC) and the Lilongwe University of Agriculture and Natural Resources (LUANAR) and is currently receiving technical and institutional development support from Michigan State University.

The MwAPATA Institute wishes to recruit highly motivated, proactive service-oriented, and energetic individuals to fill the position of Communications Officer. Based in Lilongwe, and reporting to the Research Director, the Communications Officer will be responsible for supporting strategies that increase MwAPATA visibility to diverse audiences, expanding digital information sharing capacity, and strengthening official communication systems.

2. Key tasks shall include:

- Develop and execute media strategies aimed at enhancing the MwAPATA mandate's visibility.
- Coordinate with graphic designers and other vendors to produce communication materials, ensuring compliance with branding and style guidelines.

- Support MwAPATA's presence at conferences and outreach activities by managing exhibit arrangements, coordinating staff support, and organizing materials.
- Manage the MwAPATA website and social media platforms
- Create quarterly newsletters by repurposing published content and creating new material based on MwAPATA activities.
- Maintain a collection of photos, graphics, icons, infographics, and video clips for various digital content.
- Manage the digital database and the physical library of MwAPATA tools and resources.
- Coordinate responses to incoming media inquiries, review press releases, and monitor relevant news coverage.
- Produce monthly, quarterly, and annual reports as needed for responding to donor monitoring and evaluation needs.
- Perform other duties as required

3. Qualifications and Skills

- Bachelor's Degree in communications, journalism, or any related field.
- Strong writing and copy-editing skills.
- Ability to communicate clearly and effectively.
- Excellent organization and time management skills, including ability to juggle multiple tasks and respond rapidly to new events and competing priorities.
- Self-motivated and comfortable working in a small, and collaborative team environment.

4. Mode of Application

- Please email detailed curriculum vitae and cover letter to:
- Email: recruitment@mwapata.mw
- Stating the position being applied for in the subject line.
- **All applications should be submitted by Wednesday, 25th April 2024.**