



CALL FOR APPLICATIONS

Position Title: Website Management and Communications Officer

Organization: Malawi Scotland Partnership

Location: Remote

Contract Type: Part-time 3months

Reports to: Regional Coordinator

About the Organization

Malawi Scotland Partnership (MaSP) is a Malawian owned and Malawian led national network which exists to support, inspire and develop links that benefit both Scottish and Malawian people. By creating a coordinating hub for Malawian organizations linked with Scotland, MaSP provides advocacy, training and capacity building, resulting in less duplication, sharing of relevant skills and experience and the establishment of a resource to enable vulnerable and isolated communities to be better equipped to counter poverty.

Role Summary

We are seeking a passionate and skilled Website Management and Communications Officer to strengthen our digital presence and support effective communication of our mission, programs, and impact. The role will ensure our website and communication platforms are engaging, accessible, and aligned with NGO and donor communication standards.

Key Responsibilities

- Manage and regularly update the organization's website, ensuring accurate and up-to-date content
- Publish stories, news, reports, and program updates on MaSP social media sites
- Ensure website and communication content aligns with the NGO's mission, values, and branding
- Support Scottish and Malawi digital storytelling, including blogs, newsletters, and social media content
- Coordinate with program teams to collect success stories, photos, and case studies
- Monitor website performance and recommend improvements for visibility and engagement
- Ensure compliance with donor visibility and communication requirements

Required Qualifications and Experience

- Degree or diploma in Communications, Media Studies, Journalism, IT, Development Studies, or a related field
- Experience managing websites
- Strong writing and editing skills, particularly for development and nonprofit audiences
- Understanding of NGO communications, advocacy, or donor engagement
- Graphic design and multimedia skills
- Strong attention to detail and ability to work with diverse teams

How to Apply

Interested candidates should submit a CV and cover letter outlining their suitability for the role:

msapangwa@malawiscotlandpartnership.org

Only shortlisted candidates will be contacted.

Deadline: 31st January 2026.

