



VACANCY ANNOUNCEMENT - PROGRAMS OFFICER

BACKGROUND:

The Malawi Scotland Partnership (MaSP) is an independent national umbrella organisation which exists to inspire the people and organizations of Malawi to be involved with Scotland in an informed, coordinated and effective way for the benefit of both nations. We do this by providing a forum where ideas, activities and information can be shared between our members, harnessing the expertise, experience and enthusiasm that exists for these civic links across Malawi. By creating a single space for all the organizations and individuals in Malawi currently engaged with Scotland to come together, we help reduce duplication of effort, add value to the historic civil society relationship and contribute towards poverty alleviation in Malawi.

MaSP is looking forward to recruiting a visionary, energetic and highly inspiring individual as its **Programs Officer**. The individual is expected to help to develop MaSP further to support the 160 year old partnership between Malawi and Scotland. The successful applicant must be a highly driven and strategically-focused individual, who is able to inspire others about the model of dignified two-way people-to-people partnerships which unite the two nations.

Job Title: Programs Officer

Reports to: MaSP Chief Executive Officer

Key Relationships: The Regional Coordinators

Job Description Summary

The Program Officer will be responsible for planning, coordinating, and managing programs within the organization, ensuring they align with the organization's goals and mission. They also manage budgets, seek funding, develop partnerships and track program progress.

Contract Duration: Six Months with a possibility of Extension based on availability of funds and Performance

Location: MaSP Headquarters, Lilongwe

ROLES AND RESPONSIBILITIES

1.1 Program Planning and Development

- Coordinate the development of annual, quarterly project plans, timelines and budgets for the approval of Chief Executive Officer
- Coordinate the setting up program goals, identifying needs and developing strategies to achieve those goals
- Ensure that project activities are implemented within the agreed time lines with the donors
- Identify needs and respond to inquiries from members
- Develop relevant planning tools and share with all project staff
- Support CEO in the planning of Monitoring, Evaluation and Learning activities
- Coordinate with internal teams, external partners and beneficiaries to ensure program success
- Raise awareness of MaSP through the organization's communication plan to prospective members and partners and build strategic relationships
- Assist in the implementation of the Resource Mobilization Strategy
- Coordinate with internal teams, external partners and beneficiaries to ensure program success
- Assist in dissemination of information to MaSP members, government, the Scottish government and the SMP
- Facilitate the planning and management of events

1.2 Reporting

- Coordinate the drafting of organizational monthly, bi-annual and annual reports
- Ensuring quality and timely submission of all donor reports
- Manage the organization's member database and consider tailor made services
- Prepare and present program reports and dashboards
- Maintain accurate program documentation
- Track program performance against key performance indicators (KPIs)

1.3 Resource Mobilization and Management:

- Manage program budgets and resources
- Allocate resources effectively across projects
- Track program spending and identify cost savings opportunities
- Participate in drafting of concept notes and proposals





Malawi-Scotland
Partnership
(MaSP)

LEAVING
NO ONE
BEHIND

ATTRIBUTES

- Strong, proven leadership skills and ability to inspire and motivate others
- Have passion and enthusiasm for the work we do in the sector
- Should have skills in critical thinking, innovation and strategic thinking
- Experience working across different sectors, building coalitions and supporting collaboration
- Able to work within and embrace MaSP's vision and values
- Proven awareness and familiarity with National Development Policies and Strategies
- Highly passionate about Scotland and Malawi relations
- Experience working in an international organization is desirable
- Excellent report writing skills.
- Good public relations and public speaking skills
- Sound knowledge and skills in Organization Development, Management and Sustainability

EDUCATION

- Must have a Master's Degree in Social Sciences/Development Studies or Strategic Management AND at least 5 years of postgraduate experience in areas of Project Management and Advocacy.

All interested in the above position and meet these requirements, should submit their applications via EMAIL, with a detailed CV with three traceable referees and a no more than one-page motivation letter (one side of A4) explaining why you are the best person for this job to the following address by Monday, 23rd February 2026:

**The Board Chairperson
Malawi Scotland Partnership (MaSP),
P.O. Box 1589,
Lilongwe,
Malawi.
Email: jobs@malawiscotlandpartnership.org**

MaSP is an equal opportunities employer.

www.malawiscotlandpartnership.org

