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All correspondence should be addressed to.
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THE SECRETARIAT
Area 5, M1, Off-Bwaila School road,
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P.O Box 2374, Lilongwe.

FARMERS' SWEAT, FARMERS' HOPE, FARMERS' PRIDE

05 September 2020

PAID INTERNSHIP OPPORTUNITY

Background

Farmers Voice Africa (FAVOA) is a duly registered organization with the Malawian government, and accredited by CONGOMA and other legal bodies. Its main objective is to foster change in the livelihoods of the farmers and their socio-economic cooperation. FAVOA, which centres on **Advocacy, Marketing and Capacity building**, partners with all stakeholders who advocate for farmers' productivity and youths' efficiency in developmental projects, integration and Agri-business.

In order to effectively and excellently achieve its intended objectives, a rare opportunity has risen for vibrant youths across all corners of Malawi to give back to Malawian society. These youths will be part of a greater change in the wellbeing of Malawian communities through a one-year internship under J4Y programme. **All interns are expected to report for their duties in October 2020.**

1. Projects Assistant Officers (20 interns)

Position Summary

Project Assistants will ensure that FAVOA's proposed projects are treated with uttermost urgency.

Implementation and evaluation reports will be scrutinized by the Project Assistants first, then thereafter be handed over to the Action Division Manager (ADM).

Duties and Responsibilities

- Designing project policies and campaigns
- Maintaining positive relationships with stakeholders
- Write, edit and update promotional materials (magazines, brochures)
- Formulate possible areas of project implementation.
- Pursue opportunities for partnerships, sponsorships and advertising

- Address field queries from FAVOA clients.
- Track project progress

Skills, Qualifications and Requirements

A minimum of a Bachelor's Degree in the following disciplines: Agriculture Extension, Rural and Community Development, or any other agriculture related field.

- Familiarity with project management software and video/photo editing will be a plus
- Ability to cope up with pressure
- Creativity and problem-solving capacity
- Excellent organizational skills
- Excellent communication skills
- Proficient in MS Office and social media
- Fluent in English and any local language

2. Information and Communication Technology (ICT) – (10 interns)

ICT personnel will help in overseeing the management and reporting of FAVOA's information systems. The position ensures information credibility and risks.

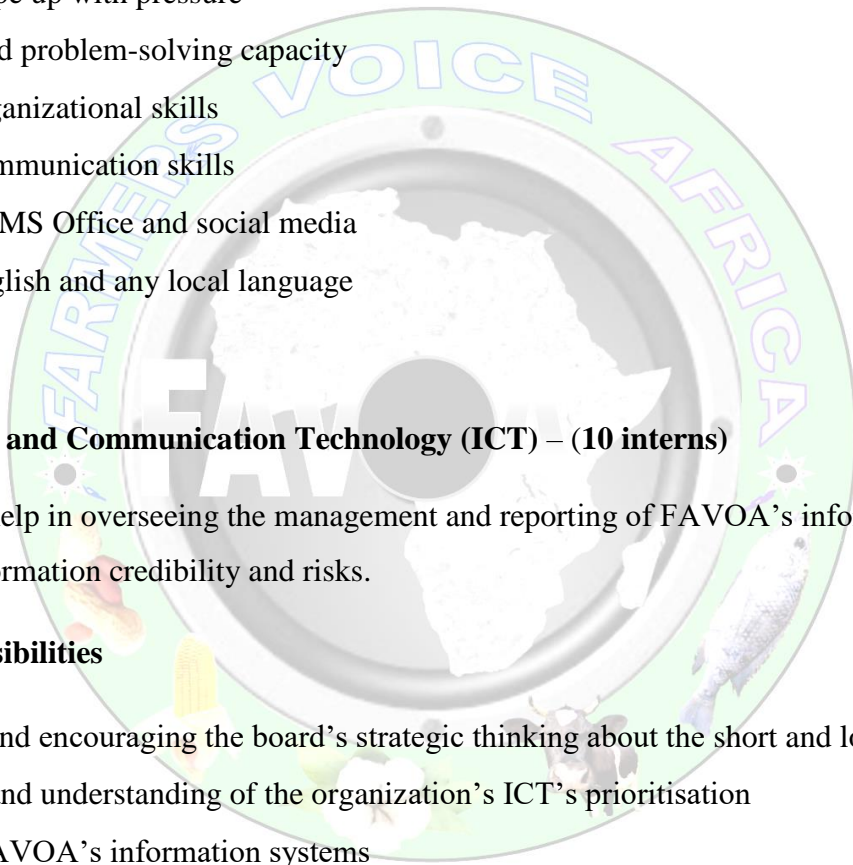
Duties and Responsibilities

- Facilitating and encouraging the board's strategic thinking about the short and long term ICT vitality
- Knowledge and understanding of the organization's ICT's prioritisation
- Safeguard FAVOA's information systems
- Filtering and disseminating information to our clients
- Monitoring FAVOA's information servers

Skills, Qualifications and Requirements

A minimum of a Diploma in ICT. Those with Bachelor's Degree will have an added advantage.

- ✓ Financial integrity
- ✓ Team working spirit
- ✓ Groomed in Microsoft Package and any other software



- ✓ Excellent communication skills
- ✓ Time conscious in completing tasks
- ✓ Attention to details
- ✓ Willingness to ask questions and clarifications

3. Field Officers – (Interns)

Position Summary

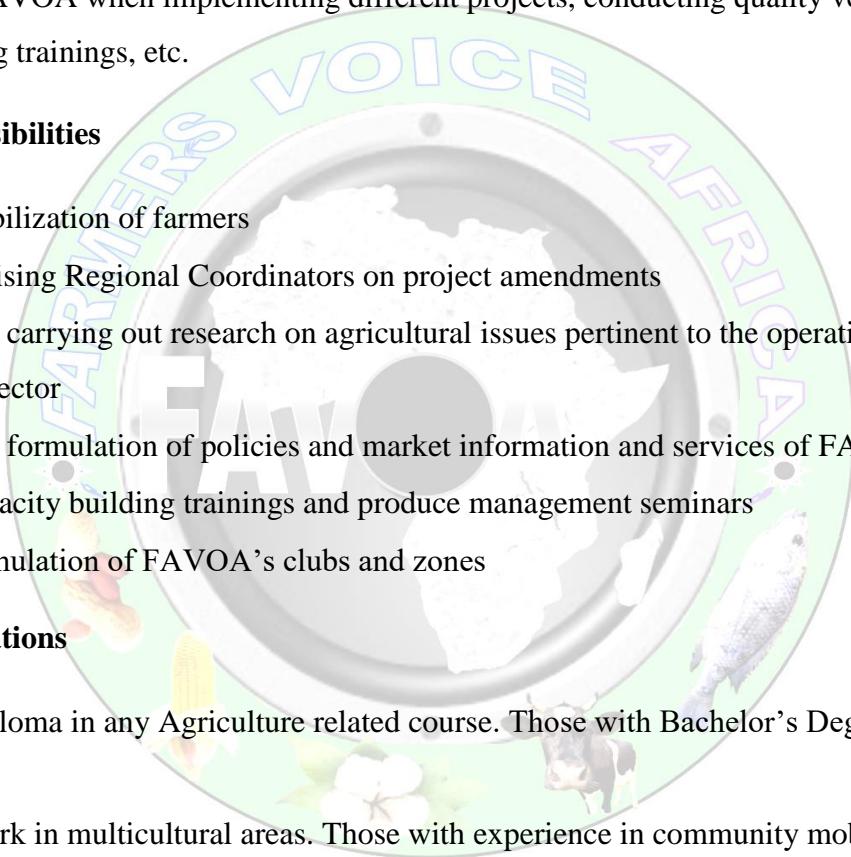
Reporting to Regional Coordinators, and in close coordination with the Secretariat team. The interns will be representatives of FAVOA when implementing different projects, conducting quality verification exercises and capacity building trainings, etc.

Duties and Responsibilities

- Assist in mobilization of farmers
- Assist in advising Regional Coordinators on project amendments
- Participate in carrying out research on agricultural issues pertinent to the operation and success of the agricultural sector
- Participate in formulation of policies and market information and services of FAVOA
- Organize capacity building trainings and produce management seminars
- Assist in formulation of FAVOA's clubs and zones

Skills and Qualifications

- At least a diploma in any Agriculture related course. Those with Bachelor's Degree will have added advantage
- Ability to work in multicultural areas. Those with experience in community mobilization and community development will have a plus.
- Fast learner
- Fluent in English plus any Malawian language(s).
- Knowledge of Microsoft package i.e. Word, Excel, and PowerPoint.
- Good communication and writing skills



Mode of Application.

Your application must contain by the following:

- a. A detailed and updated Curriculum Vitae (CV)
- b. Copies of certificates
- c. A cover letter
- d. (Optional) FAVOA membership form which can be downloaded at

<https://www.farmersvoiceafrica.org/sites/default/files/202009/FAVOA%20General%20Membership%20Form.pdf>

All applications should be sent: internship@farmersvoiceafrica.org.

Or Whatsapp to : +265(0) 880 963 894

Or by hand at FAVOA Head Office: Area 5, Behind Maula Parish, Karson House, Upper Floor.

Deadline: **Before or at Mid-day on 08th September, 2020.**

For more information, contact: +265 (0) 998747330 or +265(0) 888 884 283

