



## **CIVIL SOCIETY EDUCATION COALITION**

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### **Vacancy announcement**

**Civil Society Education Coalition (CSEC)** is a network of 82 Member Organisations and 27 District Education Networks that have voluntarily come together in pursuit of the right to quality education. CSEC runs different programs / projects across the country, and an exciting opportunity has risen for the post of **District Education Network and Membership Development Officer (DMDO)** tenable at its Secretariat in Lilongwe. The position holder is the hub of interaction between CSEC Secretariat and the membership and District Education Networks, and ensuring that the membership are regularly engaged and updated on the developments within education and the network.

The position is for the first 8 months (April to December 2017), and the contract will be renewed thereafter subject to good performance and availability of funds.

### **District Education Networks / Membership Development Officer**

Reporting to the Executive Director, the DMDO will play the following roles:

#### **Key duties and responsibilities**

- Facilitate the establishment and sustainability of DENs including membership growth
- Responsible for team building of the District Education Networks and the membership
- Facilitate and coordinate meetings of District Education Networks and including the membership
- Identify capacity gaps of the membership and initiate interventions to address the identified gaps
- Responsible for resource mobilization for the District Education Networks/membership and the Secretariat
- Working with the DENs in identifying advocacy issues at the district level and take them up with relevant authorities especially the district Assemblies and Members of Parliament
- Strengthen capacity building of the DENs and membership in evidence based advocacy and research in liaison with the Secretariat program team to strengthen the visibility, viability and sustainability of the Coalition at district and regional level

- Represent the Coalition in meetings of interest as assigned by the Executive Director.
- Ensure that the membership and other education stakeholders are updated regularly on major developments within education and the network

### **Minimum Qualifications, Skills and Experience Requirement**

- Minimum Bachelor's Degree in Education, Social Science, Political Science or any other development related relevant field
- At least five years experience working in an NGO or public sector
- At least three years' experience in strategic planning, fundraising, network / alliance building, policy advocacy and civil society work
- Proven experience in project management
- Prior experience in team building, capacity building and evidence based advocacy
- Should have proven excellent oral and written communication skills, and be computer literate
- Should have a good understanding of the education sector
- Willingness to travel extensively and sometimes at short notice

### **Application Process**

**NOTE: Only persons who are readily available should apply.**

Applications containing CV and copies of certificates clearly marked with the name of the position applied for should be sent via post or hand delivered or e-mail to:

**The Executive Director,  
Civil Society Education Coalition,  
Chitukula Road, Plot #: 47/3/997,  
P.O. Box 30736  
Lilongwe 3.**

**E-mail: [dmdocsec@gmail.com](mailto:dmdocsec@gmail.com) with a copy to [secretariat@csecmw.org](mailto:secretariat@csecmw.org)**

**Closing date for receipt of applications is Tuesday, 11<sup>th</sup> April 2017.**