



THE CATHOLIC DIOCESE OF MZUZU

Jobidon House
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VACANCY ANNOUNCEMENT: PROJECT OFFICER

The Education Commission of the Catholic Diocese of Mzuzu is responsible for coordinating and supporting the provision of quality, inclusive and value-based education within Catholic educational institutions in the Diocese. The Commission oversees programmes covering Early Childhood Development, Primary, Secondary and Tertiary education, while working closely with schools, Parishes, communities, government authorities, development partners and other stakeholders.

The Education Commission implements education and development projects aimed at improving access, participation, quality and governance of education, with particular attention to girls, learners with disabilities and other children facing barriers to education. The Project Officer will contribute to effective planning, implementation, monitoring, documentation and reporting of education projects in accordance with approved project plans, donor requirements and the policies of the Diocese.

In its effort to ensure the provision of quality Education services, the Catholic Diocese of Mzuzu, through its Education Commission, invites applications from suitably qualified and experienced candidates for the position of **Project Officer** as follows:

Job Title: Project Officer

Reporting to: The Education Coordinator

Location: Jobidon's Offices

KEY ROLES AND RESPONSIBILITIES

- Coordinate and support the implementation of education projects in accordance with approved workplans, budgets and project objectives.
- Develop activity plans, budgets and implementation schedules in collaboration with relevant staff and stakeholders.
- Monitor project activities and ensure that planned outputs and outcomes are achieved within agreed timelines.
- Conduct regular field visits to schools and communities to monitor implementation and provide technical support.

- Work closely with school management, teachers, School Management Committees, PTAs, Mother Groups, parish structures and other community stakeholders.
- Support interventions promoting inclusive education, girls' education, child protection and access to quality education.
- Coordinate training, meetings, workshops and other project activities.
- Collect, analyze and document project data, success stories, case studies, lessons learned and best practices.
- Prepare timely and quality project progress reports for management and funding partners.
- Ensure proper documentation and accountability for project resources and activities.
- Liaise with government departments, development partners, schools, parishes and other relevant stakeholders.
- Participate in project review, evaluation and planning processes.
- Identify implementation challenges and propose appropriate corrective measures.
- Support financial and administrative processes related to project activities in accordance with Diocese and donor requirements.
- Ensure that project activities comply with safeguarding, gender, disability inclusion and other relevant policies.
- Perform any other duties related to the position as may be assigned by the Education Coordinator or Director.

QUALIFICATIONS AND EXPERIENCE

- A minimum of a **Bachelor's Degree in Education**, those with **Project Management and Development Studies** will have an added advantage.
- At least **3 years' relevant experience** in project implementation, preferably in education, community development or the NGO sector.
- Demonstrable experience in project planning, monitoring, data collection and report writing.
- Good understanding of inclusive education, gender and community participation approaches.
- Good computer skills, particularly Microsoft Word, Excel, PowerPoint (and data collecting software's).
- Excellent communication, interpersonal, organizational and report-writing skills.
- Ability to work independently and as part of a team.
- Willingness to travel extensively to project sites within the Diocese.
- A demonstrated understanding and commitment of Catholic Values and Principles

PERSONAL ATTRIBUTES

The successful candidate should demonstrate integrity, accountability, professionalism, commitment to serving vulnerable communities, respect for Catholic values, good teamwork and strong attention to detail.

HOW TO APPLY

Qualified and interested candidates should submit the following:

- A cover letter
- A detailed Curriculum Vitae (CV) with three traceable referees
- Copies of academic and professional certificates
- A recommendation letter from the Parish Priest or Religious Leader
- Application should be received not later than **Friday 11th September, 2026**

Applications should be submitted by **email to: recruitment@mzuzudiocese.mw**

Only shortlisted candidates will be contacted.