



ActionAid is an international anti-poverty agency working in over 45 countries taking sides with poor people to end poverty and injustice together.

ActionAid Malawi (AAM) is a locally registered non-governmental organization under the Company's Act 1984 as a company limited by guarantee and is an affiliate of ActionAid International, a federation of national organizations working in over 45 countries in Africa, Asia, America and Europe regions. ActionAid has been working in Malawi since 1991 and works in partnership with communities, community based organizations, civil society, social movements, and governments across the world to fight and eradicate poverty, injustice and exclusion. We work with and support poor and excluded people in the struggle to demand and claim their rights. ActionAid's work is focused around women's rights, education and youth, food security, just and democratic governance, human security and in HIV and AIDS.

AAM's 2017-2021 strategy positions AAM as an organization that maximizes use of cutting-edge technology and unconventional communications mode that penetrates the conventional media in a bid to advocate, communicate and lobby policy makers. In a bid to strengthen the Communications Unit and expand the reach of AM to internal and external stakeholders through Social Media AAM would like to invite applications from suitably qualified candidates to fill highly challenging and exciting positions that has arisen within the organization.

Job title: Social Media Intern

Location: Lilongwe

Reporting to: Communications Officer

No. of Positions: One (1)

Duration: One (1) Year

Job Purpose

The Social Media Intern is responsible for working with the Communications Team to research and support optimal social media/online engagement with both internal and external audiences. This intern will have the opportunity to gain valuable experience in contributing to the understanding and best use of social media and online engagement with stakeholders and

identifying best practices for communications with employees who do not have a high comfort level with technology.

Key Responsibilities

- Research best uses of social medium
- Provide a critical analysis of current uses
- Review available analysis/survey various audiences to determine what is of most interest
- Make recommendations for improvements
- Work on a “task list” of projects for improvements created by Projects Team and LRP’s.
- Work with Projects/ Program Units and LRP to craft and post social media
- Other duties as assigned

Qualifications, Skills and Competencies

- A minimum of a Diploma in Journalism, Mass Communications or any Media-related field.
- Graduate who has recently completed her/his studies with a minimum of a diploma in journalism or any communications related field.
- Experience in handling the social media for an organization or group (such as a university club)
- Practical knowledge and with accounts with at-least two accounts for either Facebook, WhatsApp, twitter, Instagram, skype, LinkedIn, YouTube, google+, snap-chat, we-chat
- Good command for English and Chichewa (literal and oral)
- comfortable generating and sharing content, sending out general emails to a wide audience, maintaining public pages, etc.
- Excellent interpersonal skills, excellent writing skills – both content comprehension and sentence structure.
- ability to follow through on project related assignments;
- ability to juggle multiple priorities;
- highly organized;
- proficient in Microsoft Office Suite
- Proficiency in all applications of MS Office
- Good team player with strong skills for networking and alliance building
- Willingness to travel as required.

Those interest should sent their applications letter, Curriculum Vitae and two traceable referees to:

Alinafe.Chauwa@actionaid.org copied to Tiwonge.Kumwenda@actionaid.org and info.malawi@actionaid.org

Deadline for submission of application letter is Friday, 23rd March, 2018

