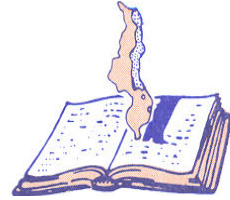


THE BIBLE SOCIETY OF MALAWI



God's Word Life for All

Bible House
Victoria Avenue
P O Box 740
BLANTYRE
Malaŵi

Telephones: (265) (0)1 821 443; (0)1 824 842

Fax: (265) (0)1 833 091

E-Mail: info@biblesociety-malawi.org

JOB DESCRIPTION – YOUTH AND CHILDREN OFFICER

1. Job Details

Role/Title:	<i>Youth and Children Officer</i>
Grade:	<i>S (Middle Management)</i>
Reports to:	<i>Projects Manager</i>
Liases with:	<i>Senior management team, Projects team and staff across all departments. Key external contacts include (but not limited to) Church Leaders, Youth Influencers, and key stakeholders.</i>
Location	<i>Lilongwe</i>

2. Main Purpose

To provide the management, development, planning and execution of Bible Society of Malawi youth and children programs that encourages engagement with the Scriptures. The Officer works in cooperation with individuals and groups in the Christian community to determine the needs of children and youth. He/she is responsible for developing programs and strategies to address the identified needs. The Officer also manages and supervises Child and Youth part-time workers. The overall objective is to train children to love their Bible and to mobilize youths to become Bible advocates whilst encouraging them to be members of BSM.

3. Qualifications

Bachelor's degree in Social Work or equivalent degree in a related field

4. Experience

- Experience in working with children and youths.
- Capacity to work with young people from diverse cultural backgrounds.
- Capacity to work efficiently within a multidisciplinary team.
- Strong ability to work independently.
- Proficiency in both English and Chichewa, written and oral.
- Good knowledge of working with different churches.

5. Skills

- IT literate with strong computer skills
- To work proactively within the team to develop the reports required to deliver information to end users and develop improvements to existing reports.
- To have good interpersonal skills with the ability to communicate clearly, face to face by telephone, and in writing and build rapport with colleagues and stakeholders.
- Ability to produce reports and interpret, explain, and generate stories for resource mobilization.
- To have the ability to multi-task and have a flexible and methodical approach to work.
- To have excellent organizational skills with the ability to prioritize and meet deadlines.

- To have the ability to work effectively with all teams across BSM.
- To have excellent accuracy, attention to detail, able to work within guidelines.
- Ability to contribute to the team to ensure we get the best out of our resources.
- A person of character, wise, knowledgeable and passionate for children activities.
- God fearing and committed Christian.

6. Administrative and Financial Management

- Participates in creating budget in consultation with the Projects Manager.
- Monitors and manage planned action expenditures.
- Assist part-time workers in all financial obligations.
- Submits statistics and program reports.
- Ensures leadership by encouraging communication, participation and motivation while fostering a positive team environment.
- Manages part-time staff: including recruitment, hiring, training, guidance, supervision, facilitation of group meetings, development of work plans, as well as conducting performance evaluations.
- Ensures that all part-time staff create a non-judgmental environment for program delivery.
- Advises and gives support to part-time staff when resolving problems.