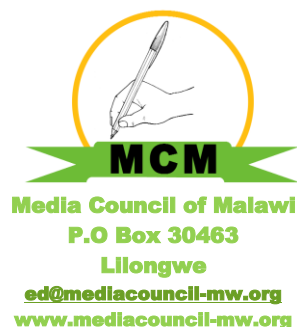


## VACANCY ADVERTISEMENT

Date: 28<sup>th</sup> November, 2024



**Position:** Communications and Accreditation Officer

**Location:** Lilongwe, Malawi

**Organization:** Media Council of Malawi

**Contract Type:** Full-Time

**Deadline for Applications:** 5<sup>th</sup> December, 2024

### About the Media Council of Malawi:

The Media Council of Malawi is an independent body established to promote and uphold media integrity, professionalism, and ethical standards in the journalism sector. Our mission is to create an enabling environment for strong, ethical media that contributes to a more democratic and just society in Malawi.

### Job Summary

The **Communications and Accreditation Officer** will play a critical role in supporting the Council's mission by managing communications strategies, promoting public engagement, and overseeing the accreditation process for media practitioners. This position requires a proactive individual with excellent communication skills, a strong understanding of media dynamics in Malawi, and a passion for promoting quality journalism.

### Key Responsibilities

- 1) Develop and implement effective communication strategies to promote the Council's objectives and activities.
- 2) Manage the Council's social media platforms and website content to ensure timely, relevant, and engaging information is shared with the public and media stakeholders.
- 3) Coordinate the accreditation process for journalists and media organizations, ensuring compliance with the Council's standards and procedures.
- 4) Organize and facilitate training sessions, workshops, and events aimed at enhancing media practitioners' skills and professionalism.
- 5) Act as a liaison between the Council and various media stakeholders, fostering relationships to strengthen the Council's outreach and impact.
- 6) Prepare reports on communication activities and accreditation processes to inform stakeholders and guide future initiatives.
- 7) Monitor media trends and public discourse related to journalism and recommend strategies to address emerging issues.

**Qualifications:**

- i. A Bachelor's degree in Communications, Journalism, Public Relations, or a related field.
- ii. At least 3 years of experience in a communications role, preferably within the media sector or related fields.
- iii. Strong understanding of media laws, ethics, and accreditation processes in Malawi.
- iv. Excellent written and verbal communication skills in both English and Chichewa.
- v. Proficiency in digital communications tools, social media management, content creation, graphic designing, and audio-visual production.
- vi. Strong organizational and project management skills, with the ability to manage multiple tasks effectively.
- vii. A proactive, creative thinker with the ability to work independently and collaboratively.

**How to Apply:**

Interested candidates should submit their application letter, CV, and copies of relevant qualifications to:

**The Executive Director**

**Media Council of Malawi**

**Area 6 – Lilongwe, Off M1, Lilongwe - Kasungu Road, Chimutu Street**

**Plot Number 6/289B**

**P.O Box 30463, Lilongwe 3.**

**Or Email to: [ed@mediacouncil-mw.org](mailto:ed@mediacouncil-mw.org)**

**Please note:** Only shortlisted candidates will be contacted for interviews. The Media Council of Malawi is an equal-opportunity employer and encourages applications from all qualified individuals.

**Join us in promoting ethical journalism and a vibrant media landscape in Malawi!**