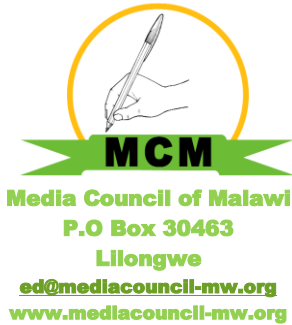


VACANCY ADVERTISEMENT

Date: 19th May, 2025



Position:	Media Monitoring and Evaluation Officer
Contract Duration:	4 months
Duty Station:	MCM Secretariat, Area 6, Lilongwe

1. Background

The Media Council of Malawi (MCM) plays a vital role in promoting ethical journalism and ensuring that media coverage during elections is fair, balanced, and responsible. In anticipation of the upcoming elections, MCM seeks to appoint a temporary **Media Monitoring and Evaluation Officer** (MMEO) to oversee the comprehensive monitoring and evaluation of media practices related to election coverage.

2. Purpose of the Role

The MMEO will be responsible for designing and implementing a systematic monitoring framework to assess media performance during the electoral process. This role aims to ensure that all media coverage adheres to established ethical guidelines while providing the public with accurate and impartial information.

3. Duration of Engagement

The Temporary Media Monitoring and Evaluation Officer will be engaged for a specified period encompassing the pre-election, election day, and post-election phases. The exact duration will be communicated upon selection.

4. Responsibilities

Responsibilities of the Media Monitoring and Evaluation Officer will include, but are not limited to:

- ✓ Develop and implement a comprehensive monitoring plan that outlines methodologies for assessing media coverage, including specific indicators for evaluation.
- ✓ Systematically review and analyze news content from various media platforms, including print, broadcast, and online outlets, in relation to electoral issues.
- ✓ Create detailed reports summarizing the findings of media monitoring activities and highlighting trends, instances of bias, and compliance with guidelines regarding election coverage.
- ✓ Work closely with journalists, media organizations, and election monitors to promote best practices and foster a culture of accountability within the media sector.
- ✓ Provide training and guidance to media monitoring personnel.
- ✓ Organize and lead debriefing sessions with MCM staff and key stakeholders to discuss monitoring results and related recommendations for improvement.

5. Qualifications and Skills

The ideal candidate for the Temporary Media Monitoring and Evaluation Officer position should possess the following qualifications and skills:

- a) A degree in journalism, communications, public relations, or a relevant field.
- b) Significant experience in media monitoring, evaluation, or analysis is preferred.
- c) Knowledge of electoral processes and the importance of responsible journalism.
- d) Strong analytical skills, with the ability to assess and interpret media content objectively.
- e) Excellent written and verbal communication skills in both English and Chichewa.
- f) Proficiency in using data analysis tools or software for reporting and analysis is an advantage.

6. Reporting Structure

The Temporary Media Monitoring and Evaluation Officer will report directly to the MCM Executive Director but will work closely with the Programs and Communications team, ensuring consistent communication and alignment with MCM objectives.

7. Compensation and Benefits

The officer will receive a stipend commensurate with their experience and responsibilities during the engagement. Details regarding logistics, travel, and other allowances will be provided upon confirmation of the engagement.

8. Code of Conduct

Media Monitoring and Evaluation Officer will be required to uphold a strict Code of Conduct, ensuring professionalism, objectivity, confidentiality, and impartiality throughout their engagement.

9. Mode of Application

Only shortlisted candidates will be contacted for interviews. Interested candidates should submit their application letter, CV, and copies of relevant qualifications **before the 24th of May 2025** to:

The Executive Director

Media Council of Malawi

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

Plot Number 6/289A

P.O Box 30463, Lilongwe 3.

Or Email to: 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!