



JOB DESCRIPTION

Job Title: Program Support Intern

Category: Education

Employment Type: Full time

Reports to: Program Officer

Job Location: Chipata, Eastern Province

Contract duration: One (1) Year with possibility of fulltime engagement based on availability of funding

STAKES OF THE POST

The main stakes of the post under the supervision of Program Officer Abilities:

Desires

- A well-organized, technologically-savvy, self-motivated individual for the position of Program Support Intern. Ideal candidates will have exceptional writing, formatting, and administrative skills, enthusiasm for the field of inclusive education, and local language proficiency (Nyanja preferred).

Activities for this position will include:

Program Support & Management:

- Support administrative backstopping to inclusive education program in Chipata District;
- Assist in the editing and assembly of program progress reports and deliverables to ensure their timely submission to donors and Enlight Abilities Board;
- Conduct supplementary research pertaining to program activities;
- Maintain electronic and hard copy project files;
- Coordinate with project teams to maintain timelines of program deliverables in cooperation with District Education Board Secretary;
- Assist with drafting and reviewing purchase orders, and invoices;
- Work with the project team to support and coordinate logistical and administrative requests from the field;
- Coordinate logistics and administrative arrangements for project meetings, workshops and seminars, as needed;
- Assist with translations, as needed;
- Other duties, as assigned.
- Program Development:
- Assist with conducting research for proposals, writing and editing.

Requirements:

- Ideal applicants have the following skills and experience:
- Interest in a career in international development;
- BA in Business Administration, Education, political science or related coursework;
- Excellent writing skills;
- Excellent formatting skills;
- Understanding of social media;
- English language highly desirable.



Perform other related duties and/or tasks as may become necessary or requested by immediate supervisor.

Experience in proposal writing is an added advantage

Deadline for the submission of application letters: 06/03/2020

Please send your **application form, a motivation letter and resume** to admin@enlightabilities.com with the subject line of the position-applied for in the subject.

The Equal Opportunities form is available here: <http://www.enlightabilities.com>

Enlight Abilities is an equal opportunity employer offering employment without regard to race, color, religion, gender, gender identity, age, and national origin, and citizenship, physical or mental disability.

People with Disabilities and Women are encouraged to apply