LILONGWE UNIVERSITY
OF AGRICULTURE & NATURAL
RESOURCES (LUANAR)
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Ministero degli Affari Esteri
e della Cooperazione Internazionale

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PER LA COOPERAZIONE
ALLO SVILUPPO

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Staff Vacancy Advertisement

The Centre for Agricultural Research and Development (CARD) of the Lilongwe University of Agriculture and Natural Resources (LUANAR), in collaboration with Sviluppo dei Popoli (CISP), Sant'Anna School of Advanced Studies (SSAS), Total Land Care (TLC), Christian Blind Mission (CBM) and Save the Children, is implementing a 3-year AGREE Malawi Project (Agroforestry for Resilient Management and Ecosystem Balance for Malawi). The project is a transformative initiative, funded by the Italian Agency for Development Cooperation (AICS), that aims to promote climate-resilient agriculture, adoption of agroforestry, ecosystem restoration, and sustainable natural resource management to improve livelihoods and environmental sustainability in Malawi. The project seeks to strengthen smallholder resilience, improve landscape restoration, and foster evidence-based innovations through establishing living labs, partnerships involving farmers, research institutions, government and development stakeholders.

To support effective implementation of the project, applications are invited from suitably qualified, experienced, and motivated candidates to fill the following positions in Chikwawa and Mwanza Districts:

1. District Project Research Officer (2 Positions)

Duty Station: Chikwawa and Mwanza Districts

Position Summary

The Project Officer, while closely working with the Director of CARD and the District Agricultural Office, will provide strategic and operational leadership for the AGREE Malawi Project, ensuring timely, effective, and high-quality implementation of project research activities in line with project objectives, donor requirements and institutional standards.

Duties and Responsibilities

The Project Officer will:

- Oversee day-to-day operations of the project and ensure effective coordination of all project components.
- Provide monthly and quarterly monitoring of project implementation progress.
- Lead planning, coordination and execution of project implementation.
- Facilitate linkages among farmers, researchers, district agricultural office, private sector actors and other project partners.
- Ensure project interventions align with approved workplans, institutional requirements and donor values and expectations.
- Supervise district-level and field activities, ensuring delivery of high-quality technical and field support.
- Implement implementation schedules, field operations, paneled data collection and stakeholder engagement processes.
- Prepare technical progress reports, success stories, lessons learned and project knowledge products.
- Support monitoring, evaluation, learning and adaptive management processes.
- Represent the project in technical forums, networks, policy dialogues and stakeholder meetings.
- Prepare district technical reports, policy briefs, research outputs and dissemination materials.
- Provide district level leadership in identifying risks, resolving implementation bottlenecks and ensuring project targets are achieved.
- Perform any other duties as may be assigned by relevant project authorities.

Key Qualifications and Requirements

Applicants should possess:

- Bachelor's degree in Agroforestry, Forestry, Natural Resource Management, Agricultural Economics or related field.
- Minimum **5 years** proven experience in project management, preferably in agriculture, agroforestry, climate resilience or rural development programs.
- Demonstrated experience coordinating multi-stakeholder and field-based projects.
- Strong coordination, communication and stakeholder engagement skills.
- Experience in supervising and managing field research or development activities.
- Demonstrated knowledge and experience in monitoring and evaluation, work planning and reporting.
- Proven ability to write high-quality reports, research papers and policy briefs.
- Strong organizational, leadership and problem-solving skills.
- Familiarity with donor-funded project implementation and compliance requirements is an added advantage.

2. Project Communications Intern (1 Position)

Duty Station: Centre for Agricultural Research and Development, Bunda College

Position Summary

The Communications Intern will support the development and implementation of communication strategies aimed at enhancing the visibility, outreach, and impact of the AGREE Project. The role involves assisting in the management of internal and external communications, supporting the promotion of project activities, and contributing to the consistent dissemination of information to stakeholders, partners, and the public.

Duties and Responsibilities

The Project Communications Intern will:

- Assist in the implementation of the project's communication and visibility strategy, ensuring alignment with project objectives and donor requirements.
- Assist in drafting and developing communication materials, including newsletters, briefs, reports, success stories, articles, and social media content.
- Support documentation of project activities, milestones, and impact stories for communication purposes.
- Assist in maintaining media relations, including preparation of press releases, media briefs, and coordination of media coverage for project activities.
- Support the management of the project's digital platforms, including updating the website, developing and scheduling social media content, and monitoring engagement and basic analytics.
- Assist in stakeholder communication and dissemination of project information and materials to partners, beneficiaries, and the public.
- Support the organization and documentation of project events, workshops, and outreach activities, including photography, note-taking, and preparation of post-event outputs.
- Assist in tracking communication activities, maintaining records, and supporting the preparation of periodic communication reports.
- Perform any other duties as may be assigned by the relevant project authorities.

Key Qualifications and Requirements

Applicants should possess:

- Bachelor's degree in Communications, Media Studies, Business Administration or related field.
- Must be a recent graduate with 1–3 years' post-graduation.
- Experience in content creation including writing articles, reports, or social media content.
- Experience in supporting donor-funded projects will be an added advantage.
- Strong coordination, communication and stakeholder engagement skills.
- Knowledge of social media and digital communication tools.
- Ability to work in a team and willingness to learn.
- Good organizational and time management skills.
- Strong organizational and record management skills.

Terms of Engagement

The successful candidates will be engaged on an initial 1-year contract, renewable subject to project requirements and continued availability of project funding. Remuneration shall be in accordance with the project terms and conditions of engagement.

Mode of Application

Hard copy application package should include an up-to-date Curriculum Vitae (CV), names and contact details of three traceable referees one of which should be of a current employer where applicable plus copies of certified academic and professional qualifications. The title of the position must be indicated on the envelope and sent to:

The University Registrar
Lilongwe University of Agriculture and Natural Resources(LUANAR)
P.O. Box 219
LILONGWE

Submission of the hard copy application docket must be accompanied by full electronic submission of the application package and be emailed as attachment in a single PDF document to vacancies@luanar.ac.mw with a copy to card@luanar.ac.mw. The subject line for the email should be application for the post being applied for.

All applications should reach the UNIVERSITY no later than **Friday,15th May, 2026.** Only shortlisted candidates will be acknowledged.

For Further Information: For additional information regarding the project, please contact the Principal Investigator (PI): **Innocent PANGAPANGA-PHIRI, PhD**, through card@luanar.ac.mw and copy to ipangapanga@luanar.ac.mw

LUANAR is an equal opportunity employer, hence females are encouraged to apply.