



VACANCY ANNOUNCEMENT

EARLY CHILDHOOD DEVELOPMENT OFFICER (INTERN)

Opulence is a non-profit organization dedicated to empowering communities across Dowa through sustainable development initiatives. With a primary focus on education, sustainable agriculture, economic empowerment, and water, sanitation, and hygiene (WASH), Opulence works closely with local communities and stakeholders to drive impactful change, build resilience, and improve livelihoods. We are seeking a passionate and committed Early Childhood Development Officer (Intern) to support our Nurturing Spaces Project, which aims to enhance early childhood education by improving the learning environment and quality of care in Community-Based Child Care Centers (CBCCs).

KEY RESPONSIBILITIES

The Early Childhood Development Officer (Intern) will:

1. Assist in coordinating the implementation of the Community-Based Child Care Centre (CBCC) project in Dowa.
2. Support the development and mobilization of age-appropriate learning materials and activities to promote early learning and child development.
3. Train and mentor caregivers to improve the quality of early childhood education and care provided in CBCCs.
4. Monitor and evaluate children's learning progress and overall development while ensuring regular assessments and feedback.
5. Engage parents, caregivers, and community leaders to strengthen community involvement and support for early childhood education.
6. Maintain accurate records, documentation, and provide regular progress reports to the organization.
7. Collaborate with government departments, NGOs, and other stakeholders to ensure the CBCC program aligns with national early childhood development policies and standards.
8. Assist in organizing and facilitating training sessions for caregivers and community facilitators on early childhood education best practices.
9. Promote child protection and safeguarding policies within CBCCs to ensure a safe and nurturing learning environment.

QUALIFICATIONS AND EXPERIENCE

Candidates should meet the following requirements:

1. A Degree or Diploma in Early Childhood Development, Education, Social Work, or a related field from a recognized institution.
2. At least one year of experience in implementing Early Childhood Development (ECD) programs, preferably in rural or community settings.
3. Strong knowledge of child development theories, early learning techniques, and play-based learning approaches.
4. Experience in training, mentoring, and supporting caregivers and community facilitators.
5. Excellent communication, facilitation, and interpersonal skills, with fluency in Chichewa and English.
6. Ability to work independently and collaboratively with diverse stakeholders.
7. Proficiency in Microsoft Office applications (Word, Excel, PowerPoint) and basic report writing skills.
8. Passion for community development and a commitment to improving early childhood education in underprivileged areas.

HOW TO APPLY

Interested candidates should submit a cover letter, copies of relevant certificates, and an updated CV by Sunday, 2nd March, 2025 to recruitment@opulencemw.org.

Address applications to:

The Human Resource Officer
Opulence
P.O. Box 3105, Lilongwe

Opulence is an equal opportunity employer and welcomes applications from all individuals passionate about community development and early childhood education.