



JOB VACANCIES

About White Ribbon Alliance for Safe

Motherhood



White Ribbon Alliance for Safe Motherhood is a leading civil society organisation committed to advancing maternal, new-born, child and adolescent health and rights in Malawi through advocacy, community engagement, health systems strengthening and strategic partnerships.

To support the implementation and growth of its programmes, the organisation invites applications from suitably qualified and experienced candidates for the following positions:

Programme Manager – Maternal, New-born, Child and Adolescent Health (MNCAH)

The Programme Manager will provide strategic leadership and technical oversight for the planning, implementation, coordination, monitoring, evaluation and reporting of Maternal, New-born, Child and Adolescent Health (MNCAH) programmes. The successful candidate will ensure the delivery of high-quality, evidence-based interventions that contribute to improved health outcomes for women, new-born, children and adolescents in Malawi.

Applications are therefore invited for this exciting and demanding position of Programme Manager – MNCAH.

Key Responsibilities

The Programme Manager is required to fulfil the following duties and responsibilities, inter-alia:

(a) Programme Leadership and Management

(i) Providing strategic leadership and management of MNCAH programmes

and projects;

(ii) Leading programme planning, implementation, monitoring, evaluation and reporting processes;

(iii) Providing technical guidance in maternal health, new-born health, child health, adolescent health and reproductive health programming;

(iv) Supporting health systems strengthening initiatives and quality improvement interventions;

(v) Managing programme budgets and ensuring donor compliance and accountability;

(vi) Supervising programme staff and supporting capacity strengthening initiatives;

(b) Partnerships and Representation

(i) Building and maintaining strategic partnerships with government, donors and development partners;

(ii) Leading proposal development, fundraising initiatives and resource mobilization efforts;

(iii) Representing the organization in national and district technical working groups and coordination forums;

(c) Cross-Cutting Integration

(i) Ensuring integration of gender equality, safeguarding, disability inclusion, nutrition, WASH and climate resilience across programmes.

Qualifications and Experience

The candidate must have:

(a) A Master's Degree in Public Health, Medicine, Nursing, Midwifery, Health Sciences, Epidemiology, Health Policy, Development Studies or a related field;

(b) A minimum of seven (7) years of progressively responsible experience managing health programmes;

- (c) At least three (3) years of experience in a senior management position;
- (d) Demonstrated experience managing donor-funded health programmes in Malawi;
- (e) Proven experience working with Government ministries, District Councils, health facilities and development partners;
- (f) Experience in supervising multidisciplinary teams and managing programme budgets; and
- (g) Demonstrated experience in proposal development, donor reporting and resource mobilization.

Professional qualifications in Project Management, Leadership and Monitoring and Evaluation will be an added advantage.

Required Competencies

The ideal candidate should demonstrate:

- a) Strong strategic leadership and programme management skills;
- b) Excellent communication, report writing and presentation skills;
- c) Experience in stakeholder engagement, advocacy and partnership management;
- d) Strong analytical, problem-solving and decision-making abilities;
- e) Excellent financial and grant management skills; and
- f) Ability to work independently and manage multiple priorities.

Safeguarding and Equal Opportunity

White Ribbon Alliance for Safe Motherhood is an equal opportunity employer committed to safeguarding, gender equality and inclusion. Qualified women and persons with disabilities are strongly encouraged to apply.

The organization maintains a zero-tolerance policy towards fraud, corruption, discrimination, sexual exploitation, abuse, harassment and child abuse. Successful candidates will undergo reference and background checks and will be required to adhere to the organization's safeguarding and code of conduct policies.

Terms and Conditions of Service

White Ribbon Alliance for Safe Motherhood provides an attractive salary and benefits in accordance with its emolument structure. The appointment is for a fixed-term contract, subject to renewal based on performance and funding availability.

Instructions and Mode of Application

Applicants are required to adhere to the following instructions:

- a) Applications should be submitted strictly through e-mail to: mlomaphiri@wramalawi.org;
- b) All documents should be in PDF Format;
- c) The subject line for the e-mail should read: **"Application for Programme Manager – MNCAH"**;
- d) The application package should include the following documents:
 - (i) An application letter with a motivation for the position;
 - (ii) An up-to-date curriculum vitae (CV) with names and contact details of three traceable referees;
 - (iii) Certified copies of academic and professional qualifications.

Finance and Administration Officer

The Finance and Administration Officer will be responsible for managing the financial, administrative, procurement and human resource functions of the organization. The position ensures compliance with organizational policies, donor regulations and statutory requirements while supporting efficient project implementation and organizational operations.

Applications are therefore invited for this exciting and demanding position of Finance and Administration Officer.

Duties and Responsibilities

The Finance and Administration Officer is required to fulfil the following duties and responsibilities, inter-alia:

(a) Financial Management

- (i) Maintaining accurate and up-to-date financial records and accounting systems;
- (ii) Processing payments, receipts, bank transactions and journal entries;
- (iii) Preparing monthly, quarterly and annual financial reports;
- (iv) Monitoring project expenditures against approved budgets;
- (v) Supporting budget preparation, forecasting and cash flow management.
- (vi) Conducting regular bank reconciliations and maintaining financial documents: and supporting internal and external audits

(b) Budget Monitoring and Donor Compliance

- (i) Tracking project expenditures and budget utilization;
- (ii) Ensuring expenditures comply with donor agreements and organizational policies;
- (iii) Preparing budget variance analyses and advising management on financial performance;
- (iv) Monitoring grant budgets and providing timely financial updates to programme staff; and
- (v) Supporting donor financial reporting requirements and compliance obligations.

(c) Procurement and Asset Management

- (i) Coordinating procurement processes in accordance with organizational procurement policies;
- (ii) Maintaining procurement records and supplier databases;
- (iii) Managing inventory and asset registers;
- (iv) Conducting periodic asset verification and stock counts; and
- (v) Ensuring proper maintenance and safeguarding of organizational assets.

(d) Administration and Human Resource Support

- (i) Overseeing office administration and logistics;
- (ii) Coordinating meetings, workshops, trainings and travel arrangements;
- (iii) Managing office contracts, utilities and service providers;
- (iv) Supporting recruitment and on boarding processes;
- (v) Maintaining personnel files and staff records; and
- (vi) Coordinating leave management and assisting with payroll administration.

Qualifications

The candidate must have:

- a) A Bachelor's Degree in Accounting, Finance, Business Administration, Commerce, or a related field; and
- b) A minimum of three (3) to five (5) years of relevant experience in finance and administration, preferably within an NGO or donor-funded environment.

Professional qualifications such as ACCA, CIMA, CPA or ICAM will be an added advantage.

Desired Attributes and Skills

The ideal candidate should demonstrate:

- a) High integrity and confidentiality;
- b) Strong analytical and problem-solving skills;
- c) Excellent organizational and planning skills;
- d) Ability to work independently and meet deadlines;
- e) Excellent communication and interpersonal skills;
- f) Proficiency in Microsoft Excel, Word and accounting software such as Sage, QuickBooks or Pastel;

- g) Demonstrated experience managing donor-funded projects and grants;
- h) Experience in procurement, asset management and office administration; and
- i) Familiarity with Malawi labour laws and NGO regulations.

Safeguarding and Equal Opportunity

White Ribbon Alliance for Safe Motherhood is an equal opportunity employer committed to diversity, inclusion, safeguarding, prevention of sexual exploitation and abuse, and protection of vulnerable populations. Qualified women, men and persons with disabilities are strongly encouraged to apply.

The organization maintains a zero-tolerance policy towards fraud, corruption, discrimination, sexual exploitation, abuse, harassment and child abuse. Successful candidates will undergo reference and background checks and will be required to adhere to the organization's safeguarding and code of conduct policies.

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- c. The subject line for the e-mail should read: **"Application for Finance and Administration Officer"**;
- d. The application package should include the following documents:
 - (i) An application letter with a motivation for the position;

(ii) An up-to-date curriculum vitae (CV) with names and contact details of three traceable referees; and

(iii) Certified copies of academic and professional qualifications.

Policy, Advocacy and Communications Officer

The Policy, Advocacy and Communications Officer will lead the organisation's policy engagement, advocacy initiatives and strategic communications to influence policies, financing and implementation of MNCAH and WASH interventions in Malawi. The position will support evidence-based advocacy aimed at improving maternal, new-born, child and adolescent health outcomes and ensuring that WASH is prioritised and adequately resourced within health systems and community programmes.

Applications are therefore invited for this exciting and demanding position of Policy, Advocacy and Communications Officer.

Duties and Responsibilities

The Policy, Advocacy and Communications Officer is required to fulfil the following duties and responsibilities, inter-alia:

(a) Policy Analysis and Advocacy

(i) Monitoring and analysing national policies, legislation, strategies and sector reforms related to MNCAH, reproductive health, WASH and health systems strengthening;

(ii) Identifying opportunities to influence policy development, implementation and financing of MNCAH and WASH interventions;

(iii) Developing policy briefs, position papers, advocacy messages and technical submissions to support evidence-based decision-making;

(iv) Supporting advocacy aimed at increasing domestic financing for

maternal and child health services and WASH in health care facilities;

(v) Advocating for the integration of WASH into MNCAH policies, plans and budgets at national and district levels; and

(vi) Supporting district councils and health sector stakeholders to prioritise MNCAH and WASH within District Development Plans and Health Sector Investment Plans.

(b) Stakeholder Engagement and Influencing

(i) Building and maintaining strategic partnerships with government ministries, district councils, parliamentarians, development partners, traditional leaders, media organisations and civil society networks;

(ii) Representing the organisation in Technical Working Groups, Sector Working Groups, policy forums and coalition meetings related to health and WASH;

(iii) Facilitating dialogue between communities, health facilities and decision-makers to improve accountability and service delivery; and

(iv) Supporting coalition-building initiatives aimed at increasing investments in quality MNCAH and WASH services.

(c) Communications and Public Relations

(i) Developing and implementing the organisation's communication strategy and visibility plan;

(ii) Producing high-quality communication products including newsletters, policy briefs, fact sheets, annual reports, success stories, case studies and press releases;

(iii) Documenting programme achievements and lessons learned related to maternal and child health and WASH interventions;

(iv) Managing the organisation's website and social media platforms to enhance public awareness and engagement; and

(v) Coordinating media engagement, public campaigns, interviews and advocacy events.

(d) Knowledge Management and Learning

(i) Supporting documentation and dissemination of best practices and programme learning, and coordinating dissemination of research findings, assessments and evaluation reports.

(e) Monitoring, Reporting and Resource Mobilisation

(i) Developing indicators to monitor advocacy and communication outcomes;

(ii) Tracking policy influence achievements and communication impact;

(iii) Preparing monthly, quarterly and annual reports; and

(iv) Contributing to proposal development, donor reporting and resource mobilisation efforts.

Qualifications

The candidate must have:

(a) A Bachelor's Degree in Public Policy, Communications, Journalism, Public Health, Development Studies, Political Science, International Relations, Social Sciences or a related field; and

(b) A minimum of five (5) years of relevant experience in policy, advocacy and communications within the health, MNCAH, WASH or development sectors.

A Master's Degree in Public Health, Public Policy, Communications or related discipline will be an added advantage.

Desired Attributes and Skills

The ideal candidate should demonstrate:

a) Strong understanding of Malawi's health, MNCAH and WASH policy environment;

b) Knowledge of national health strategies and policies including the Health Sector Strategic Plan and WASH sector frameworks;

c) Excellent advocacy, negotiation and influencing skills;

d) Strong report writing, presentation and communication skills;

e) Experience with social media management and digital communication platforms; and

f) Ability to work effectively with diverse stakeholders at community, district and national levels.

Safeguarding and Equal Opportunity

White Ribbon Alliance for Safe Motherhood is an equal opportunity employer committed to safeguarding, gender equality, disability inclusion and protection from sexual exploitation, abuse and harassment in all its programmes and operations. Qualified women, persons with disabilities and candidates from underrepresented groups are strongly encouraged to apply.

The organisation maintains a zero-tolerance policy towards fraud, corruption, discrimination, sexual exploitation, abuse, harassment and child abuse. Successful candidates will undergo reference and background checks and will be required to adhere to the organisation's safeguarding and code of conduct policies.

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d) The application package should include the following documents:

(i) An application letter with a motivation for the position;

(ii) An up-to-date curriculum vitae (CV) with names and contact details of three traceable referees; and

(iii) Certified copies of academic and professional qualifications.

Closing Date

The applications should be e-mailed before midnight of **6th August 2026**.
Note that only shortlisted candidates will be acknowledged.