PROJECT ASSISTANT MALAWI

Terms of Reference

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CIVIPOL – Better Migration Management Phase IV

Activities in Malawi with Contribution to Regional Activities

(Consultancy)

LIMITE DE CANDIDATURE

29 Décembre 2025

DURÉE DE LA MISSION

Long Terme

ZONE GÉOGRAPHIQUE

Afrique

POSITION

Project Assistant Malawi for CIVIPOL's Activities in the Better Migration Management (BMM) Programme Phase 4 – Activities in Malawi with Contribution to Regional Activities

CONTRACT: Consultancy

JOB LOCATION: Malawi (Lilongwe) with frequent travels to other locations in the country according to project needs and plans. Possible travels to Kenya and Ethiopia, and other countries relevant to the project.

DURATION: 612 working days in total, over 32 months, from January 2026 to August 2028 (with possibility of extension or renewal in case of continuation of the Programme and mutually satisfactory work relationship).

APPLICATION DEADLINE: January, 4th, 2026

CONTACT: Please send your resume and cover letter to the following two email addresses:

- anne-sophie.sandor@civipol.fr
- anne-marie.wehbe@civipol.fr

THEME: *Criminal Justice System Cooperation to Counter Trafficking in Persons and Smuggling of Migrants*

PROJECT DESCRIPTION

The objective of the Better Migration Management (BMM) programme is to support Horn of Africa countries to promote the safe, orderly and regular migration through human-rights-based and gender-responsive, victim-centred approaches, and in particular to support national authorities in addressing the trafficking of human beings and the smuggling of migrants within and from the Horn of Africa.

CIVIPOL, as an implementing partner of the BMM Programme, works to pursue the first Output of the programme "**The capacities of law enforcement, judicial, border and immigration authorities regarding anti-trafficking/anti-smuggling in accordance with a human-rights and victim-based approach are strengthened"**.

For such Output, following Output Indicators (OI) have been set:

- **OI 1.1** – Number of personnel of law enforcement, judicial bodies, border, and immigration authorities that completed a training under BMM IV and confirm having applied their newly gained knowledge in their daily work.
- **OI 1.2** – Number of partnerships, policies, agreements, or measures/SOPs on anti-trafficking/anti-smuggling have been implemented.
- **OI 1.3** Number of THB/SoM-related trainings (courses, modules) that have been institutionalized with relevant state-owned training institutes.

CIVIPOL also works to pursue the second Output of the programme "**The access to institutionalised and gender-responsive protection services for victims of trafficking and vulnerable migrants in countries is improved following a regional whole-of-route-approach "**.

For such Output, following Output Indicators (OI) have been set:

- **OI 2.4** – Number of measures defined through inter-agency meetings with the involvement of CSOs to improve the referral mechanisms that have been implemented.

JOB DESCRIPTION

Main Responsibilities:

Under the guidance of the National Coordinator Malawi and of the Implementation Project Manager, and in liaison with the Project Officer Malawi and the Project Officer in charge of Finance/Admin in the regional office in Nairobi,

the Project Assistant will be in charge of assisting all team members and the experts in delivering CIVIPOL's contribution to the BMM phase IV project in Malawi and at the regional level.

The Project Assistant will:

- support the Project Officer Malawi and the Project Officer in charge of Finance/Admin in the regional office in Nairobi in the daily administrative, logistical and financial tasks related to activities in Malawi as well as at the regional level;
- support the National Coordinator Malawi and the Project Officer Malawi in planning, organising, implementing and following up CIVIPOL's BMM activities in Malawi, in particular from the logistical, organisational and administrative point of view;
- support the team members in reviewing reports, documents and publications.

The Project Assistant will in particular be tasked with:

- Assistance in the preparation, implementation and reporting of activities in Malawi in particular from the logistical and administrative point of view
- Specific support to the activities to be implemented in Malawi
- Prepare money transfer requests in collaboration with the Project Officer
- Manage per diems and allowances for team members and participants in meetings, workshops and trainings
- Writing and/or revising minutes, reports, documents of different kinds, publications
- Verification, collection and organisation of all documents relevant to the preparation and implementation of project activities

- Prepare and manage requests to service providers of various types for quotations and offers related to the project activities
- Manage payments to service providers
- Duly document all expenses incurred and record them using the system and tools provided by the project
- Assist in the booking, verification and reconciliation of air travel ticket and invoices and follow up on any discrepancies, verify participants travel declarations and ensure they are properly supported etc.)
- Logistical organisation of events and missions
- Organising transportation for the team members and experts
- Preparation of the monthly cash box reports (Caisse et Banque) to be submitted to the Project Officer for review so that it can be sent to the regional office by the 2nd of the following month
- Support in the preparation of monthly reporting
- Review and layout of deliverables
- Any other task necessary for delivering the project, assigned by the National Coordinator Malawi, by the Project Officer Malawi, or by the Project Implementation Manager and Project Officer based in the CIVIPOL BMM regional office in Nairobi.
- Managing office files and records

REQUIRED QUALIFICATIONS AND EXPERIENCE

Education level

- Bachelor’s degree in political science, administration or related discipline, and training in a discipline relevant to this assignment (finance, logistic or administrative matters)

Qualifications

- Excellent command of the English language both spoken and written;
- Computer literacy (Minimum MS Office);
- Experience in accounting and budget management;
- Experience in organising trainings, workshops and conferences;
- A minimum of two years of proven relevant experience;
- Proven experience in working with Microsoft Excel;
- Experience in administrative management, on projects and events;
- Good knowledge of international organizations;
- Excellent communication and networking skills.

Personal qualities

- Good organizational skills and attention to detail.
- Excellent time management skills.
- Ability to work in a collaborative manner with team members and with multiple stakeholders at various levels from national to sub-national and community levels.

- Excellent communication and interpersonal skills, including cultural sensitivity.
- Demonstrated ability to work effectively in highly stressful situations.
- Proficiency in written and spoken English language.

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