



Passion Center for Children (PCC) is a Christian NGO based in Zomba. Founded in 2005, the Passion Center's mission is to join God in rescuing, redeeming, and restoring orphans, vulnerable children and their communities. Passion Center for Children is a charity and development ministry of Mulunguzi Community Church (MCC). The organization is currently implementing various programs including child care and protection, education, community health, sustainment, and a Champions Club which supports children with special needs or 'Champs' and their families.

Passion Center invites applications from suitably qualified persons to fulfill the following vacant position:

EDUCATION COORDINATOR (MALAWI)

Job Summary

Reporting to the Executive Director, the Education Coordinator will be responsible for the planning and successful implementation of Passion Center's Education Program and all education-related activities to achieve the set goals and objectives of the program and the organization.

Key Responsibilities

- Provide spiritual support and psychosocial counseling to all children at levels.
- Develop individual educational plans for each child in Primary, Secondary and College based on need.
- Lead in tutoring and providing remedial classes through the After-School program.
- Interface directly with teachers in various schools to understand each child progress and needed areas of improvement.
- Track and report the progress of each child and summarize group progress.
- Lead in implementing the Early Childhood Development (ECD) program and ensure set goals and objectives are achieved optimally.
- Meet with the child's guardian(s) when appropriate to discuss educational needs and solutions.
- Supervise and support other staff in the Education department.
- Prepare periodic work plans and budgets for all educational and related programs and activities.
- Carry out any other duties assigned from time to time.

Attributes and Competencies

- A mature Christian with an exemplary character
- Excellent leadership and communication skills
- Good knowledge of the education policies and practices in Malawi
- A team player, creative, and takes initiative
- Highly energetic and organized
- Great attention to detail

Qualifications and Experience

- Degree in Education, Early Childhood Development, or any related qualification from a recognized institution
- At least two (2) years of experience in a similar role
- A clean driving license will be an added advantage

Mode of Application

If you are interested in this position and you meet the above requirements, please send your application letter and Curriculum Vitae (CV) which must include the names and contact details of three traceable referees, **one of whom should be your pastor**, to:

Executive Director
Passion Center for Children
P.O. Box 1435
Zomba

or via Email: smateyu@passioncenterforchildren.org
Copy (CC): engambani@passioncenterforchildren.org

Closing date for receiving applications is Monday, September 12, 2022

Only shortlisted applicants will be acknowledged.