



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:

ASSISTANT CHAMPIONS CLUB COORDINATOR (MALAWI)

Job Summary

Reporting to the Champions Club Coordinator, the Assistant Champions Club Coordinator shall be responsible for assisting in the planning and implementation of the Champions Club program and its outreach program (Champs Mobile) to ensure that children with special needs or 'Champs' and their families in targeted communities are cared for and supported.

Key Responsibilities

- Assist in planning and implementing all spiritual/psychosocial and educational activities for the Champs and their families
- Work with the Coordinator to develop individual plans and establish targets for all champs.
- Assist in maintaining the Special Educational Needs Register and keep proper records for all champs in order to monitor and evaluate progress
- Provide practical support and appropriate advice to families enabling them to offer improved and quality care to the Champs
- Assist in conducting regular meetings with parents, community leaders and other stakeholders to raise awareness on the needs and rights of children with special needs.
- Participate in periodic reviews for all program activities to identify gaps and areas of improvement
- Support the Coordinator in ensuring that all Champions Club resources and equipment are accounted for and well maintained
- Assist in preparing monthly, quarterly, and annual work plans, budgets, and reports for the Champions Club program activities
- Carry out any other duties assigned from time to time

Attributes and Competencies

- A mature Christian with exemplary character
- Strong passion in working with children with special needs
- Good knowledge of laws, policies, and practices on disability issues
- Excellent communication and teaching skills
- Highly energetic and well organized
- A team player, creative, and takes initiative

Qualifications and Experience

- Diploma in Social Work, Special Needs Education, or related qualification from an accredited institution
- At least two (2) years of experience in a similar role

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.