LILONGWE UNIVERSITY OF AGRICULTURE & NATURAL RESOURCES (LUANAR)

Knowledge | Innovation | Excellence

JOIN US & BE PART OF THE LUANAR WAY



Lilongwe University of Agriculture and Natural Resources (LUANAR), through the Programmes Coordination Office, is coordinating the Malawi component of the Africa-Europe Youth Academy (AEYA). AEYA is a European Commission (DG INTPA)-funded programme implemented by Expertise France and the Italian Agency for Development Cooperation (AICS). In the AICS implementation zone, the University of Turin works with partners in Mozambique, Zambia, Malawi, Niger and Burkina Faso to deliver AEYA activities. The programme supports young people aged 18-30 to implement sustainable development actions and build bridges between Africa and Europe.

In Malawi, LUANAR will support AEYA activities linked to the New Leaders Academy and related horizontal actions, including calls for applications, selection and consultation processes, youth leadership training, access to the AEYA learning platform, mentoring, local events, knowledge management, impact measurement and final competition/hackathon activities. To support effective implementation, LUANAR seeks to recruit a Project Assistant tenable at LUANAR's Programmes Coordination Office. This position is temporary and renewable annually based on performance and availability of funding.

Roles and responsibilities

- Support coordination of AEYA Malawi activities under LUANAR's Programmes Coordination Office.
- Assist in planning, organising and documenting trainings, local events, mentoring sessions and competitions.
- Support publicity, application processes and communication with participants, trainers, mentors and stakeholders.
- Maintain participant records, activity files, monitoring data and other project documentation.
- Support reporting, monitoring, evaluation and documentation of key outputs and success

stories.

- Liaise with local actors, youth organisations and other partners.
- Perform any other relevant duties as may be assigned from time to time.

Qualifications, experience and skills

- Bachelor's degree in Business Administration, Gender and/or Development studies, social sciences, or any other closely related field obtained from a reputable institution.
- Experience in project support, youth programmes, training, events, community engagement or leadership development.
- Strong report writing, documentation, minute-taking and communication skills.
- Good computer skills, including MS Office, data tools, virtual platforms and social media communication.
- Experience with universities, youth organisations, civil society, project management or development partners will be an added advantage.
- Knowledge of funded projects, youth development, entrepreneurship or innovation will be an added advantage.

Position attributes

- Must be proactive, organised and able to work with minimum supervision.
- Must be a team worker with strong interpersonal and stakeholder coordination skills.
- Must demonstrate integrity, confidentiality, attention to detail and ability to meet deadlines.
- Must be willing to travel and work beyond normal working hours when required during trainings, local events and project activities.
- Must demonstrate commitment to gender equity, youth inclusion and safeguarding principles.

Applications enclosing curriculum vitae with three (3) referees and copies of certificates should be sent before close of business on **7th August 2026** to the following address:

The University Registrar

Lilongwe University of Agriculture & Natural Resources (LUANAR)

P.O. Box 219

LILONGWE

Email: vacancies@luanar.ac.mw with copy to pco@luanar.ac.mw

LUANAR is an equal opportunity employer; qualified female candidates and eligible applicants from diverse backgrounds are encouraged to apply. Only shortlisted applicants will be contacted.