Country Representative Malawi

Overview

We're looking for a COUNTRY REPRESENTATIVE MALAWI who will ensure the quality adaptation of our programs into Chichewa for distribution across multiple platforms by working with our Education/Translation Specialists, Dubbing Studios, Broadcasters, Schools, Government and other partners.

Responsibilities

Work with our Education/Translation Specialists by:
1. Participating in meetings with translators and Ubongo’s Adaptation Manager to understand the adaptation process and identify challenges in translation
2. Training and coordinating with third party reviewers (as needed)
3. Tracking progress and task completion with multiple translators and reviewers
4. Supporting research and resource-gathering to adapt content accurately
5. Providing tech-related support, such as use of Google products and Script editing software to revise translations

Work with Ubongo by:
1. Participating in trainings and workshops as required to understand our adaptation process and core content: Akili and Me and Ubongo Kids
2. Working with the Ubongo Adaptation Manager to ensure quality translations
3. Updating us on progress with the dubbing studios, broadcasters, and other partners
4. Helping us improve our adaptation process for Malawian Languages
5. Organize and oversee on the ground efforts for our in school pilot projects

Work with the Dubbing Studio by:
1. Meeting with studio representatives to outline and execute the dubbing process
2. Supporting the studio in securing and assessing voice actors, musicians, and other personnel needed for dubbing (as needed).
3. Monitoring the dubbing process in person (as needed)
4. Delivering compiled content to broadcasters
Work with Broadcasters and Funding Partners by:
1. Researching possible funding or co-production partners and sending outbound requests
2. Fielding inbound requests and communicating opportunities to Ubongo’s business team
3. Coordinating meetings with Malawian partners or broadcasters
4. Ensuring our adaptation aligns with the goals of partners
5. Supporting the completion of any funding reports (as needed)

Work with education sector partners and government by:
1. Representing Ubongo to education sector partners and government
2. Coordinating and leading work with said partners as needed, including Ubongo’s in-classroom pilot projects of their content
3. Building and maintaining relationships with stakeholders

Requirements

Our Malawi Country Representative will:
1. Be based in Blantyre
2. Be proficient in English and Chichewa
3. Have a flexible schedule and ability to travel as needed
4. Have an academic background in or an understanding of educational practises
5. Have a solid understanding of technology with an ability to learn new software quickly
6. Have high level project management skills, having experience both in working with teams and leading projects involving different parties and processes.
7. Be committed to Ubongo’s Mission and Principles and have a desire to create fun, localized, educational content for Malawian children

APPLY USING THIS ONLINE FORM:
https://docs.google.com/forms/d/e/1FAIpQLSfpPrBdgNlz-Eb9nz2dKMjyWQw-VBrQwuhxrL0K0SZRy8obg/viewform