



WE'RE HIRING!

Job title	Project Assistant
Working location	Lilongwe Wildlife Trust (LWT) offices in central Lilongwe
Department	Conservation Justice
	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time

Overview

Lilongwe Wildlife Trust (LWT) is a leading conservation charity in Malawi, working across three main programme areas: Saving Wildlife, Deterring Nature Crime and Securing Healthy Landscapes. This is a great opportunity for a Project Assistant to join our Conservation Justice team to support our programme to counter illegal wildlife trade.

Job description

Reporting to the Head of Law and Policy, the Project Assistant will support the Conservation Justice team to co-ordinate activities including event planning and management for workshops, grant reporting and admin and logistics support.

Essential duties & responsibilities

Administration and grant management

- Support the Head of Law and Policy to develop and update annual and quarterly workplans
- Support admin, planning and logistics for meetings and workshops
- Schedule and take minutes for regular Conservation Justice meetings and external meetings/workshops

Reporting and Budgeting

- Work with the Head of Law and Policy and the Grants Finance Manager to manage project budgets
- Support the Head of Law and Policy to manage monthly financial processes (reconciliations/cash requests and funds transfers)

- Where need be, support the Conservation Justice team in monitoring and evaluation, data collection, monthly and grant reporting

Operations and Logistics

- Liaise with the Operations team on sourcing and procuring equipment and services
- Work with Head of Law and Policy and Comms team to provide social media/website content

Education and experience

- Diploma in administration or any related field
- At least 3 years' experience in an administration role including cash reconciliations, planning meetings, coordinating activities and taking minutes and compiling reports
- Competency with Microsoft Office
- Driving licence

How to apply:

Please send a CV (maximum of two pages) and covering letter (maximum of two pages) detailing your suitability for the role to applications@lilongwewildlife.org. Both the CV and covering letter should be in pdf

Closing date

The last date for receiving applications is 22 April 2026

LWT is an equal opportunity employer and values diversity. All employment decisions are based on qualifications and experience, merit and organisational need and all reasonable adjustments will be made where possible.