



The Government  
of the Republic  
of Malawi

# CIVIL SERVICE COMMISSION

## VACANCIES

The Malawi Civil Service is an equal opportunity employer and is inviting applications from suitably qualified Malawians, Civil Servants or non-civil servants as the case may be depending on the requirement of the post, for the vacancies listed below existing in the Civil Service. The vacancies can also be viewed on [www.malawi.gov.mw](http://www.malawi.gov.mw) website.

### OFFICE OF THE PRESIDENT AND CABINET

#### Vac. 01/10

**Post** : Assistant Clerk to Cabinet (Grade G)  
**Salary** : Within the Grade G salary scale segment

**Qualifications** : Applicants should be civil servants serving at Grade H with at least two (2) years experience at that grade or at Grade I with at least four (4) years experience at that grade and in both cases in possession of a bachelor's degree in either Public Administration, Social Science, Business Administration or Human Resource Management.

**Duties** : Responsible for the provision and managing of all logistical requirements for the Cabinet Machinery and its committees; serving the Cabinet by recording Cabinet proceedings and writing Minutes of Meetings; making sure that Cabinet decisions are dispatched to Ministries and concerned bodies for implementation; serving Cabinet committee Meetings; etc.

(673-09)

### **Department of Human Resource Management and Development**

#### Vac. 02/10

**Post** : Principal Human Resource Planning Officer (Grade G)  
**Salary** : Within the Grade G salary scale segment  
**Location** : Various Ministries and Departments

**Qualifications** : Applicants should be civil servants serving as either Senior Administrative Officers, Senior Statisticians, Senior Human Resource Management Officers or Senior Economists/Planners (Grade H) with at least two (2) years experience at that grade, or Human Resource Management Officers (Grade I), Human Resource Planning Officers, Statisticians, Economists/Planners or Administrative Officers (Grade I) with at least four (4) years experience at that grade.

**Duties** : Responsible for initiating the preparation of human resource plans in liaison with Government Ministries/Departments; synthesizing human resource plans from Ministries/Departments into a public sector human resource plan; designing and developing human resource survey for the public sector human resource planning and development; etc.

(706-09)

#### Vac. 03/10

**Post** : Human Resource Planning Officer (Grade I)  
**Salary** : Within the Grade I salary scale segment  
**Location** : Various Ministries and Departments

**Qualifications** : Applicants should be in possession of a bachelor's degree in either Public Administration, Human Resource Management/Development or Social Science (Statistics or Economics) obtained from a recognized institution.

**Duties** : Responsible for providing manpower planning service to the Government/sectors so as to ensure a coordinated approach between the development of Government/Sectorial services and programmes on one hand and manpower development and planning on the other hand; developing Government/Sectorial manpower, related development policies as well as preparation of annual and periodic manpower development plans and continually advising the Ministry on priorities for manpower development; etc.

706-09

**Vac. 04/10**

**Post** : **Shorthand Typist/Stenographer (Grade K)**  
**Salary** : Within the Grade K salary scale segment  
**Location** : Various Ministries and Departments

**Qualifications** : Applicants should be civil servants serving as Senior Copy Typists (Grade L) or Copy Typists (Grade M) in possession of at least 90 words per minute shorthand certificate and 35 words per minute typing certificate obtained from recognised institutions.

**OR**

Applicants should be non-civil servants in possession of a Malawi School Certificate of Education (MSCE) with at least a credit in English, 90 words per minute shorthand certificate and 35 words per minute typing certificate. Applicants with at least 100 words per minute Shorthand Certificate and 50 words per minute typing certificate obtained from recognised institutions will have an added advantage.

**Duties** : Responsible for taking dictation; transcribing; typing general and confidential correspondence; filing mail; undertaking reception duties; maintaining the boss' appointment diary; operating office equipment such as fax, photocopiers; etc.

741-09

**Department of Procurement and Supply**

**Vac. 05/10**

**Post** : **Assistant Procurement Officer (Grade K)**  
**Salary** : Within the Grade K salary scale segment  
**Location** : Department of Procurement and Supply

**Qualifications** : Applicants should be in possession of a diploma in either Business Administration, Procurement or Public Administration from recognized institutions or should be in possession of level 4 of the Chartered Institute of Purchasing and Supply.

**Duties** : Assisting in the preparing of simple request for quotation, evaluation reports and draft orders and contracts; assisting administratively in the closing and opening of bids; assisting in contract administration to ensure delivery of goods/services is in accordance with the contract terms and end user requirements; checking invoices for payment in accordance with contract terms and following Government legal requirements; etc.

(770/09)

**MINISTRY OF AGRICULTURE AND FOOD SECURITY**

**Vac. 06/10**

**Post** : **Assistant Agricultural Development Officer (Grade G)**  
**Salary** : Within the Grade G salary scale segment  
**Location** : Department of Extension Services

**Qualifications** : Applicants should be civil servants serving either as Senior Agricultural Officer (Crops), Senior Agricultural Extension Methodology Officers or Senior Agricultural Officers (Crops), Agricultural Methodology Officers or Agricultural Business officers (Grade I) with at least four (4) years experience at that grade. In both cases the applicants should be in possession of a BSc in Agriculture. Those with a Master of Science degree in either Agriculture Extension or Rural Development will have an added advantage.

**Duties** : Responsible for coordinating planning, implementation and monitoring of all technical programmes for a district in liaison with the DADO; organising and implementing monthly technical Meetings in a district; coordinating field programmes for all Subject Matter Specialists in a district; participating in District Management Meetings; etc.

(799-09)

## **MINISTRY OF FINANCE**

### **Vac. 07/10**

**Post** : **Principal Accountant (Grade G)**  
**Salary** : Within the Grade G salary scale segment  
**Location** : Department of Accountant General

**Qualifications** : Applicants should be civil servants serving as Senior Accountants (Grade H) regardless of experience or Accountants (Grade I) with at least three (3) years experience at that grade"

**Duties** : Responsible for the preparation of Estimates, Balance Sheets and Monthly, quarterly and annual statements; supervising junior staff; counter-signing documents; attending to financial meetings and audit queries, etc.

(649/09)

## **MINISTRY OF TRANSPORT AND PUBLIC INFRASTRUCTURE**

### **Vac. 08/10**

**Post** : **Senior Air Transport Planning Officer (Grade H)**  
**Salary** : Within the Grade H salary scale segment  
**Location** : Department of Civil Aviation

**Qualifications** : Applicants should be Grade I civil servants in possession of a bachelor's degree in Social Science (Economics) with Statistics as a minor subject.

**Duties** : Responsible for collecting, analysing and disseminating statistics on air transport services including aircraft movements, passengers, cargo and over-flights; monitoring compliance with the provisions air services agreements, operators' agreements and permits to ensure sound and economic operation of air transport; etc.

(668-09)

### **Vac. 09/10**

**Post** : **Assistant Surveyor of Vessels (Grade K)**  
**Salary** : Within the Grade K salary scale segment  
**Location** : Department of Marine Services

**Qualifications** : Applicants should be holders of a Diploma or Class IV Certificate of Competency in either Marine Engineering or Navigation and in both cases with a Malawi School Certificate of Education.

**Duties** : Responsible for registering and issuing licences to passengers vessels of between 1 – 10 m long; conducting annual and snap inspections and surveys and issuing surveyor's certificate of sea worthiness; enforcing the inland Waters Shipping Regulations in accordance with the inland Waters Shipping Act; etc.

(669-09)

## **MINISTRY OF IRRIGATION AND WATER DEVELOPMENT**

### **Vac. 10/10**

**Post** : **Water Resource Development Officer (Grade I)**  
**Salary** : Within the Grade I salary scale segment  
**Location** : Department of Water Development

**Qualifications** : Applicants should be in possession of a degree in either Civil Engineering or Water Resource Engineering or Natural Resources Management with a bias in Water Resource Management.

**Duties** : Responsible for maintaining a database of all water resource developments in the country; monitoring the construction, rehabilitation, operation and maintenance of all water resources development projects in Malawi to ensure compliance to technical, legal and environmental requirements; promoting rainfall harvesting technologies to institutions such as schools and health centres and to the general public; etc.

(804-09)

**Vac. 11/10**

**Post** : **Water Resource Engineer (Grade I)**  
**Salary** : Within the Grade I salary scale segment  
**Location** : Department of Water Development

**Qualifications** : Applicants should be in possession of a degree in either Civil Engineering with a bias in Water Resource Engineering, Water Resource Management or Hydrology.

**Duties** : Responsible for assisting in assembling and reviewing data on all aspects of water resources development in the country; carrying out necessary surveys for construction of small community dams; designing small community multi-purpose dams; constructing, rehabilitating and maintaining small community multi-purpose dams; etc.

(804-09)

**MINISTRY OF LABOUR**

**Vac. 12/10**

**Post** : **Trade Testing Officer (Plumbing) (Grade I)**  
**Salary** : Within the Grade I salary scale segment

**Qualifications** : Applicants should be civil servants serving as Senior Plumbing Supervisors (Grade J) with at least four (4) years experience at that grade and in possession of a Grade 1 National Trade Testing Certificate or Malawi Advanced Craft Certificate in Plumbing

**Or**

Non-civil servants in possession of either a Bachelor of Science (Technical Education) or Bachelor of education (Technical), and a Grade 1 National Trade Testing Certificate or Malawi Advanced Craft Certificate in Plumbing.

**Duties** : Responsible for preparing a work plan for his/her activities; drafting related trade knowledge question items and their provisional marketing schemes, drafting practical test items and their working schemes; attending moderating workshops; invigilating related Trade Knowledge Tests; etc.

(829-09)

**MINISTRY OF TOURISM, WILDLIFE AND CULTURE**

**Vac. 13/10**

**Post** : **Crafts Officer (Grade I)**  
**Salary** : Within the Grade I salary scale segment  
**Location** : Department of Culture

**Qualifications** : Applicants should be in possession of a bachelor's degree in either Arts (Fine and Performing Arts) or Science (Anthropology).

**Duties** : Responsible for conducting surveys to develop and maintain inventories of Arts in Craftsmen and their work; initiating and assisting in organisation of exhibition with the National Cultural Centre; advising artists on quality; contacting Artists and encourage the formation of associations and acting as advisers to such associations; etc.

(682-09)

**Vac. 14/10**

**Post** : **Cultural Standards Officer (Cultural Values) (Grade I)**  
**Salary** : Within the Grade I salary scale segment  
**Location** : Department of Culture

**Qualifications** : Applicants should be in possession of a bachelor's degree in either Social Science, (Sociology or Psychology) or Arts (Humanities).

**Duties** : Responsible for preparing periodic reports and other papers on classification and regulatory standards for films and public entertainment; planning and implementing research, civic education and consultation programs on cultural values, cultural standards and public morality; planning and coordinating documenting and updating several aspects of Malawian culture in collaboration with other stakeholder organizations; etc.

682-09

**Vac. 15/10**

**Post** : **Cultural Standards Officer (Public Entertainment) (Grade I)**  
**Salary** : Within the Grade I salary scale segment  
**Location** : Department of Culture

**Qualifications** : Applicants should be in possession of a bachelor's degree in either Social Science (Psychology or Sociology) or Arts (Humanities).

**Duties** : Responsible for authorizing reading of scripts and preview of public entertainment and recommending for approval; processing applications for public entertainment permits and licenses for public entertainment centres; preparing inspection programmes and lead inspection Teams to places of public entertainment; etc.

682-09

**Vac. 16/10**

**Post** : **Cultural Standards Officer (Publications) (Grade I)**  
**Salary** : Within the Grade I salary scale segment  
**Location** : Department of Culture

**Qualifications** : Applicants should be in possession of a bachelor's degree in either Social Science (Psychology or Sociology), Journalism or Arts (Humanities/English).

**Duties** : Responsible for authorizing reading of publications and statues and recommending readers report for approval; preparing inspection programmes and lead inspection Teams to premises where publications and statues are sold, distributed or exhibited; preparing periodic reports and other paper on publications and statues for Board Meetings; etc.

682-09

**Vac. 17/10**

**Post** : **Cultural Standards Officer (Zonal Office) (Grade I)**  
**Salary** : Within the Grade I salary scale segment  
**Location** : Department of Culture

**Qualifications** : Applicants should be in possession of a bachelor's degree in either Social Science (Sociology or Psychology) or Arts (Humanities).

**Duties** : Responsible for authorizing viewing, checking and classification of films, publications and statues; planning and implementing inspections on films libraries/shops and public film theatres; planning and implementing law enforcement activities against proliferation of pornographic materials; etc.

682-09

**Vac. 18/10**

**Post** : **Curator (Grade I)**  
**Salary** : Within the Grade I salary scale segment  
**Location** : Department of Culture

**Qualifications** : Applicants should be either serving civil servants at Grade J with at least four (4) years experience at that grade or non-civil servants in possession of a Bachelor of Arts (Humanities) from recognised institutions.

**Duties** : Responsible for the day-to-day operations of the Museum and Museum programmes; collecting and receiving objects and spacemen donated to or collected for the Museum; supervising staff at the Museum; etc.

(856-09)

**Vac. 19/10**

**Post** : Entomologist (Grade I)  
**Salary** : Within the Grade I salary scale segment  
**Location** : Department of Culture

**Qualifications** : Applicants should be in possession of a Bachelor of Science degree majoring in Biology.

**Duties** : Responsible for carrying out research in entomology; building up study collections of a given subject through fieldwork; ensuring proper documentation and preservation to all collections in ones fields; preparing materials for lectures and exhibits in museums and other places; etc.

682-09

**Vac. 20/10**

**Post** : Ethnographer (Grade I)  
**Salary** : Within the Grade I salary scale segment  
**Location** : Department of Culture

**Qualifications** : Applicants should be civil servants serving as Senior Assistant Curator (Grade J) with at least four (4) years experience at that grade or non-civil servants in possession of a bachelor's degree in either Arts (Humanities), Education (Humanities) or Social Science (Anthropology).

**Duties** : Responsible for carrying out research in Ethnography; building up study collections of the given subjects through fieldwork; ensuring proper documentation and preservation to all collections in ones field; preparing materials for lectures and exhibits in Museums and other places; etc.

682-09

**Vac. 21/10**

**Post** : Ornithologist (Grade I)  
**Salary** : Within the Grade I salary scale segment  
**Location** : Department of Culture

**Qualifications** : Applicants should be in possession of a Bachelor of Science degree majoring in Biology or Zoology.

**Duties** : Responsible for carrying out research in ornithology; building up study collections of the given subject through fieldwork; ensuring proper documentation and preservation of all collections in ones field; preparing material for lectures and exhibits in museum and other places; etc.

(735-09)

**MINISTRY OF DEVELOPMENT PLANNING AND COOPERATION**

**Vac. 22/10**

**Post** : Chief Assistant Statistician (Grade I)  
**Salary** : Within the Grade I salary scale segment  
**Location** : National Statistical Office

**Qualifications** : Applicants should be civil servants serving as Senior Assistant Statisticians (Grade J) with at least four (4) years experience at that grade.

**Duties** : Responsible for the formulating survey plans using sampling techniques; designing computer-based qualitative as well as qualitative data collection instruments; performing statistical analysing of datasets; producing statistical abstracts for publication; participating in technical meetings of the National Statistical System; etc.

(645/09)

## **MINISTRY OF YOUTH DEVELOPMENT AND SPORTS**

### **Vac. 23/10**

**Post** : Assistant Youth Officer (Grade K)  
**Salary** : Within the Grade K salary scale segment

**Qualifications** : Applicants should be in possession of a diploma in either Rural Development, Agriculture, Development Studies, Social Work or Youth Development Studies from recognized institutions.”

**Duties** : Responsible for planning and implementing youth development activities in the district; supervising staff under his/her control; coordinating and monitoring youth development activities; collaborating and liaising with stakeholders in matters related to youth development; disseminating youth related policies and guidelines; etc.

747-09

### **Vac. 24/10**

**Post** : Assistant Sports Officer (Grade K)  
**Salary** : Within the Grade K salary scale segment

**Qualifications** : Applicants should be in possession of a diploma in either Sports, Physical Education or Education/Social Science plus certificate in sports.

**Duties** : Responsible for coordinating all sporting activities at the District level; providing technical expertise in the organisation and management of district sporting activities; providing a technical link between the Ministry and stakeholders at the district level; acting as sport advisor to district sports association, schools and clubs; etc.

747-09

## **MINISTRY OF NATURAL RESOURCE, ENERGY AND ENVIRONMENT**

### **Vac. 25/10**

**Post** : Mining Technician (Grade K)  
**Salary** : Within the Grade K salary scale segment  
**Location** : Department of Mines

**Qualifications** : Applicants should be civil servants serving as Mining Assistants (Grade M) with at least six (6) years experience at that grade. Those with a certificate in Mining will have an added advantage.

**Duties** : Responsible for inspecting and controlling mineral permits, claims, prospecting and mining licence areas as required by the mines and Mineral Act in corroboration with the Mining and Safety Engineer; advising small scale mines on mineral extraction methods and application of appropriate technologies; undertaking and supervising pilot mining projects done by the department; etc.

681-09

## **MINISTRY OF FOREIGN AFFAIRS**

### **Vac. 26/10**

**Post** : Assistant Protocol Officer (Grade K)  
**Salary** : Within the Grade K salary scale segment

**Qualifications** : Applicants should be in possession of a diploma in either Human Resource Management, Human Resource Development, Business Administration, Public Administration, Administrative Management or International Relations from recognised institutions.

**Duties** : Responsible for assisting foreign visitors and/or Malawi dignitaries with immigration and customs clearance transiting through lounges and airports; supervising the general cleaning of the VIP lounges at airports; drawing duty rosters for porters; etc.

(663-09)

**Note:** Proof of Major for Majors specified in advert may be required during interviews or it not available after success in interviews before taking up appointments.

Applicants for the vacancies should submit their applications together with copies of their Certificates and Curriculum Vitae to:-

**The Secretary  
Civil Service Commission  
P.O. Box 30133  
Lilongwe 3**

**To reach him not later than 8<sup>th</sup> March, 2010.**