



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 website.

OFFICE OF THE PRESIDENT AND CABINET

Vac. 27/10

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

Qualifications : Applicants should be civil servants serving as Senior Stores Supervisors (Grade J) with at least four (4) years experience at that grade and in possession of 1st and 2nd Certificates from Chartered Institute of Purchasing and Supply.

OR

Non-civil servants in possession of a Graduate Diploma of the Chartered Institute of Purchasing and Supply or a bachelor's degree in either Business Administration, Social Science (Economics), Finance or Public Administration from recognized institutions.

Duties : Assisting in preparation of procurement plans for the designated procurement activities; verifying cost estimates for designated procurement within budget; assisting in the preparation of simple solicitation documents (request for quotation documents, bidding documents), bid evaluation reports and draft contracts; etc.

(03-10)

MINISTRY OF TOURISM, WILDLIFE AND CULTURE

Vac. 28/10

Post : Parks and Wildlife Officer (Grade I)
Salary : Within the Grade I salary scale segment

Qualifications : Applicants should possess a bachelor's degree in Wildlife Management or Natural Resource Management or serving officers with at least four (4) years experience as Senior Assistant Parks and Wildlife Officer (Grade J)

Duties : Assisting in formulating of collaborative Management initiatives and guidelines for Problem Animal Control and Promote Public Support for Wildlife Conservation and Management in general; promoting Community Conservation activities in Protected Areas; co-coordinating and supervising Department of National Parks and Wildlife research activities with visits to the sole station of the National and Wildlife Reserves; etc.

(62-10)

MINISTRY OF IRRIGATION AND WATER DEVELOPMENT

Vac. 29/10

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

Qualifications : Applicants should be civil servants serving as Senior Assistant Irrigation Officers (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 Irrigation, Civil Engineering or Agricultural Engineering.

Duties : Responsible for the administration of Personnel Management and Budgetary Training Control; preparing weekly, monthly and annual work plans; preparing training programmes; conducting engineering surveys and data collection; coordinating engineering extension, credit affairs and responsible for Irrigation Management Committees; etc.

(41-10)

Vac. 30/10

Post : **Water Supervisor (Grade K)**
Salary : Within the Grade K salary segment
Location : Department of Water

Qualifications : Applicants should be civil servants serving as Water Assistants (Grade M) with at least four (4) years experience at that grade.

Duties : Responsible for supervising the installation and maintenance of water mains; direct involvement in water treatment process; repairing water tanks; preparing cost estimates for water connections; maintaining records of water production and consumption figures; etc.

(41-10)

MINISTRY OF AGRICULTURE AND FOOD SECURITY

Vac. 31/10

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

Qualifications : Applicants should be in possession of a diploma in Agriculture and Natural Resources Management from the Natural Resources College. Those who graduated in 2009 need not apply.

Duties : Responsible for interpreting agricultural development and extension policies to farmers in a section; formulating strategies for implementing Agricultural Development programmes, projects and activities in liaison with local leaders and other stakeholders in a section; facilitating formation of farmer clubs, associations, trusts and cooperatives in a section; etc.

(21-10)

Vac. 32/10

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

Qualifications : Applicants should be in possession of a diploma in Agriculture and Natural Resources Management from the Natural Resources College. Those who graduated in 2009 need not apply.

Duties : Responsible for preparing work schedule for field and laboratory operations according to number of trials; laying out field and laboratory trials as laid down by instruction manuals and work schedules; making field observations and parameter scoring in specified programmes; etc.

(33-10)

MINISTRY OF TRANSPORT AND PUBLIC INFRASTRUCTURE

Vac. 33/10

Post : **Assistant Road Traffic Officer (Grade K)**

Salary : Within the Grade K salary scale segment

Location : Department of Road Traffic

Qualifications : Applicants should be in possession of a Diploma in Mechanical engineering/Automobile or Technician Diploma in either Automobile Engineering or City and Guilds of London Part I and II. They should also have a C1 code driving licence with at least two (2) years driving experience.

Duties : Responsible for examining motor vehicles for Certificate of Fitness, valuation so as to determine the current value; examining motor vehicles involved in road accident so as to determine possible causes; carrying out spot checks involved in road accidents so as to enhance Law Enforcement; etc.

(59-10)

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 15th March, 2010.