



EMPLOYMENT OPPORTUNITY

The Malawi Communications Regulatory Authority (MACRA) is a statutory body established under the Communications Act (Cap. 68:01 of the Laws of Malawi) to regulate the provision of services in the communications sector of Malawi, comprising telecommunications, posts and broadcasting.

Under the Communications Act, MACRA is mandated to regulate and monitor the provision of communications services and ensure that, as far as it is practicable, reliable and affordable communications services are provided throughout Malawi. The Vision of MACRA is to ensure the provision of communication services for a digitally transformed nation.

In order to fulfil its mandate effectively and efficiently with strategic leadership and management, a rare opportunity has arisen to engage qualified persons of Malawian origin, to fill vacant positions in various departments.

1. Procurement and Supplies Manager – USF

Duties

- Work with the Procurement and Disposal Unit (PDU) team to develop detailed annual procurement implementation plans for the USF in line with the prevailing USF's Strategic Plan.

- Work with the PDU team, in the development of USF's annual procurement and disposal plans in line with the prevailing Public Procurement and Disposal of Assets legal framework.
- Provide relevant technical advice and guidance to the USF and the Internal Procurement and Assets Disposal Committee (IPDC) on all procurement matters consistent with the prevailing Public Procurement and Disposal of Assets legal framework.
- Preparation of relevant bidding documents, Request for Quotations (RFQ's), Request for Proposals (RFP's) and terms of reference (TORs).
- Management of the entire procurement processes for the USF from advertising, receipt of bids and proposals, evaluation, compilation of evaluation reports, negotiations and drafting of contracts for the successful bidders.
- Assist in providing secretarial services to the Internal Procurement and Assets Disposal Committee (IPDC) during its meetings.
- Assist in contracts administration with suppliers, service providers, consultants, and contractors.
- Prepare and submit regular and timely Procurement and Disposal reports for the USF.
- Initiate coordination and contribute to the preparation of a Project Execution plan and prepare a project Procurement plan.
- Prepare and maintain periodical Projects Status Reports (PSR) for the duration of respective projects.

Requisite Qualifications, Experience and Skills

- A master's degree from a recognized university in Procurement & Supply Chain management or any related field with at least five (5) years post qualification experience.
- **Must** be a Full member of the Malawi Institute of Procurement and Supply (**MIPS**)
- Knowledge of Public Procurement processes and procedures will be an added advantage.
- Excellent interpersonal, written, oral communication and negotiation skills.

- Knowledge of Project Management and customs clearance procedures and processes
- Excellent computer skills (word processing, spreadsheets and power point presentations).
- Demonstrated ability to build colleagues staff's competences in procurement and supply chain management.

2. Assistant Accountant (two positions USF & MACRA)

Duties

- i. Processes debtors/creditors invoices and reconciliation;
- ii. Receives and undertaking prompt banking;
- iii. Disburse, analysing and posting of petty cash
- iv. Issues fuel and reconciling of fuel account weekly
- v. Record of financial transactions into MACRA's accounting system
- vi. Preparation of bank reconciliation statement
- vii. Analysis of expenditure for specific directorates
- viii. Preparation of journals to correct errors in the system
- ix. Preparation of receivable and payable reconciliations
- x. Tax computations and remittance in relation to payments made by MACRA
- xi. Assist in preparation of monthly management accounts

Required qualifications and experiences.

- Degree in Accounting/Finance
- Must be registered with Malawi Accountants Board
- 3 years' experience in similar position

3. Project officer – USF (2 positions)

Duties

- i. Assists in Developing and executing Universal Service Fund (USF) projects.

- ii. Participates in awareness campaigns associated with USF projects.
- iii. Provides advice to the Projects Manager on actions that need to be taken in USF project management.
- iv. Determines the resources and participants required to achieve USF project goals.
- v. Assists in planning and scheduling project timelines and milestones to achieve efficient USF project execution and management.
- vi. Prepare project proposals for new projects and progress reports for existing USF projects.
- vii. Assists in USF project implementation, evaluation and submits reports to management.
- viii. Participates in the selection and supervision of various consultants and contractors to support project implementation.

Requisite Qualifications, Experience and Skills

- Bachelor's degree in project management, Information Technology, or Telecommunications
- Three (3) years work experience in Project Management for communications sector.
- Excellent computer skills.
- Good communication skills.

4. Communications Officer (USF)

Duties

- Develop/Review the USF Communications Strategy.
- Develop and create media content
- USF Events Management
- Write stories and speeches
- Coordinate awareness campaigns
- Media Management

- Develop and manage all USF communications platforms e.g Facebook, Twitter, LinkedIn e.t.c
- Advise and suggest communication activities.
- Manage internal and external communications of USF.
- Lead the creation of graphic, infographics, video content to be used on USF media accounts.
- Provide photography support to USF functions.
- Any other duties assigned from time to time.

Requisite Qualifications, Experience and Skills

- Bachelor's degree in Journalism, media studies, communications, or any related field.
- Must have at least three (3) years' work experience in a busy communications sector
- Excellent computer skills in word-processing and excellent.
- Good Communication and Negotiation skills

METHOD OF APPLICATION

Applicants are required to apply by filling out the form on the following link <https://tinyurl.com/b8jyk9z9>. The application process requires you to fill out the form and upload copies of your certificates on the link provided on the form. Please ensure you have a good internet connection. The application process is estimated to take 29 minutes to complete. Please submit your application by end of the day of 9th June 2023.

Only short-listed candidates will be acknowledged.