



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 and are sufficient to meet the demand for such services in accordance with the principles of transparency, certainty, market orientation, efficiency, and consumer satisfaction. The Vision of MACRA is to be a world class regulator ensuring universal access to ICT services.

To fulfil its mandate effectively and efficiently with strategic leadership and management, opportunity has arisen within MACRA to fill vacant a position as follow.

HUMAN RESOURCES OFFICER (Grade MA5) (1 Position)

Key Duties and Responsibilities

1. Assist in recruiting and selecting people with the right competences
2. Assist in coordination staff development
3. Updating record forms for human resource management
4. Administration of medical insurance for MACRA
5. General Management of life insurance and pension policies for MACRA

6. Preparation of payroll for junior levels of staff
7. Assist Coordination of the Performance appraisal exercise
8. Assist in management of Staff welfare matters (pension, medical, leave, insurances and grievance etc.)
9. Producing Human Resource reports
10. Perform any other duties as may be assigned from time to time

Qualifications and Experience

The desired candidate must possess the following qualifications and experience:

1. Diploma in Human Resources or any related field but those with a Bachelors degree in Human Resources Management or any related field will have an added advantage
2. Highly developed interpersonal, research and computer skills
3. Minimum of two years working experience in a HR position

METHOD OF APPLICATION

Applications including a covering letter explaining your suitability for the position, a detailed Curriculum Vitae (CV) giving full details of qualifications and experience, certified copies of relevant certificates, and names and addresses of three traceable referees, one of which must be from the most recent employer should be sent to the following address not later than **22nd August 2022**.

The Director General

Malawi Communications Regulatory Authority Board,
Private Bag 261
Chichiri,

BLANTYRE 3.

E-mail: recruitment@macra.org.mw

Only short-listed candidates will be acknowledged.