



EXECUTIVE PLACEMENT

A. INTRODUCTION AND BACKGROUND

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.

In order to fulfil its mandate effectively and efficiently with strategic leadership and management, excellent and rare opportunities have arisen to engage qualified persons of Malawian origin, to fill Various positions tenable at its MACRA Head Office in Blantyre.

The cited positions are highly demanding that require persons who have demonstrable capacity to initiate innovations geared at making MACRA a rejuvenated, vibrant and competitive Authority.

MACRA invites applications from suitably qualified persons to fill the following vacant positions.

1 - Director of Finance

1) Key Duties and Responsibilities

Responsibilities will include but not limited to the following;

- a) Preparation of annual budgets and forecast of income and expenditure, carrying out monthly analysis against the budgets and accounts variances.

- b) Take the leading role in the preparation of monthly management accounts.
- c) Preparing, implementing and monitoring of company staff budget.
- d) Implement accounting and financial management systems procedures and ensure adherence to standards, timetable and accounting schedules.
- e) Advise the Director General on all matters affecting the finances and financial management of the Authority.
- f) Monitor the preparation of monthly management accounts.
- g) Consolidates budgets for MACRA and in line with Public Finance and Management Act.
- h) Liaise with external auditors on financial issues and resolve audit queries.
- i) Ensure MACRA is in good standing order with all international institutions within the ICT regulation sector.
- j) Any other duties assigned from time to time by the Authority.

2) Qualification and Experience

- a) Bachelors Degree in Accounting or Finance and a Professional accounting qualification, ACCA, CIMA, CPA (Mw) or equivalent qualification.
- b) An MBA obtained from a recognised Institution.
- c) At least ten years of post-qualification experience.

3) Key skills and competencies

- i. Have a track record of working in competitive and challenging environment.
- ii. Strong and effective interpersonal, negotiating and communication skills.
- iii. Ability to proactively recommend sound policy initiatives.
- iv. Superlative command of professionalism and integrity.
- v. Have knowledge of computerised accounting systems.
- vi. Ability to work under pressure.

2 Director of Broadcasting

1) Key Duties and Responsibilities

Responsibilities will include but not limited to the following;

- a) Re-enforcement of the code of conduct for broadcasting services for licensed and private radio and television operators.
- b) Processing and analysing of television and radio operator license applications in consultation with the Frequency Management Directorate.
- c) Formation and implementation of broadcasting regulations.
- d) Monitoring of compliance with the licenses terms and conditions of their licences and with the code of conduct as a prescribed in the act.
- e) Monitor and assess the market developments with market segments licensed under the Communication Act.
- f) Co-ordinate research on broadcasting technology and systems with a view to advance the technology in order to improve quality of services, increase penetration and efficiency;
- g) Formulate policies aimed at promoting competition among broadcasting operators in accordance with the National Policy, Legislations and regulations in order to enhance efficiency, and quality of services;
- h) Co-ordinate Malawi's participation in activities relating to international broadcasting organisations;
- i) Monitor the trend of developments in the postal sector worldwide and inform the Authority on conventions, procedures, tariffs, technologies, etc and advise on how to adopt them;
- j) Production of timely management information.
- k) Carrying out duties assigned by the Director General from time to time

2) Qualification and Experience

- a) Degree in Communications Science and a Masters in Communications or related field

- b) At least 10 years management experience in a broadcasting environment in an African setting
- c) Project management qualification and skills
- d) Excellent research and computer (project management, word-processing, spreadsheets, presentation, database and communication) skills.

3) Key skills/Competences required

- i. Have a track record of working in competitive and challenging environment
- ii. Strong and effective interpersonal, negotiating and communication skills
- iii. Superlative command of professionalism and integrity
- iv. Ability to proactively recommend sound policy initiatives
- v. Excellent team player
- vi. Good leadership and strategic thinking
- vii. Ability to work under pressure

B. TERMS AND CONDITIONS OF SERVICE

MACRA shall offer an attractive employee benefits package to successful candidates in accordance with its emolument structure commensurate with qualifications and experience, which includes salary, medical insurance, and membership to a contributory medical scheme.

C. 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 **13th May 2022**

The Board Chairperson,
Malawi Communications Regulatory Authority Board,
Private Bag 322,
Chichiri,
BLANTYRE 3.

E-mail: recruitment-board@macra.mw

Only short-listed candidates will be acknowledged.