



MACRA

Communication services for a digitally transformed nation

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 ensure communication services for a digitally transformed nation.

In order to fulfil its mandate effectively and efficiently with strategic leadership and management, an opportunity has arisen within MACRA to fill various vacant positions. The positions are highly demanding and require persons who have demonstrable capacity to initiate innovations geared at making MACRA a rejuvenated, vibrant and competitive Authority. The following are the details of the vacant positions;

1. CONSUMER AFFAIRS MANAGER (Grade M4)

Key Duties and Responsibilities

- i. Receiving complaints from all ICT consumers in the country.
- ii. Working with the Communications department in creating corporate policies as they pertain to consumer rights issues.
- iii. Carrying out sensitization campaigns for consumers for all major ICT development that MACRA would like to introduce which may affect the consumers.
- iv. Reviewing all promotions and campaigns made by operators to ensure that consumers are not negatively affected by misleading information.

- v. Keeping up to date with market trends and new developments within the ICT sector about consumer rights issues.
- vi. Participating in the drafting of various licenses and regulations and ensure that consumer protection issues are crafted in.
- vii. Preparing periodic reports on consumer complaints statistics.

Required qualifications, Skills and Experience

- i. Masters degree in Business Administration, Economics, Law or Information and Communication Technology.
- ii. Five (5) years of work experience in managing and resolving consumer complaints.
- iii. Knowledge of consumer protection legislation, policies, and procedures
- iv. Knowledge of Malawi's ICT market and products will be an added advantage.
- v. Strong communication and analytical skills
- vi. Ability to prepare correspondence and cite relevant legislation in a manner that is easy to understand and interpret by consumers.

2. CERT MANAGER (M4)

Key Duties and Responsibilities

- i. Managing incident response processes.
- ii. Overseeing and directing the response team's actions as well as act on the given incident.
- iii. Developing and maintaining incident response policies and procedures.
- iv. Gathering and analyzing threat intelligence to understand the evolving threat landscape.
- v. Selecting and training incident response team members and officers.
- vi. Collaborating with sectoral CERTs.
- vii. Measuring the readiness of members of Critical infrastructure in their ability to effectively detect and respond to incidents.
- viii. Organizing training sessions and awareness programs for employees and team members to enhance their cybersecurity knowledge and skills including Promoting a culture of cybersecurity awareness in the country.

- ix. Maintaining detailed records of all cybersecurity incidents and responses.

Required qualifications, Skills and Experience.

- i. Masters in Cyber Security, Information and Communications Technologies, or computer science. Those with an MSc in the related field will have an added advantage.
- ii. Five (5) years of experience in cybersecurity/IT-related field of which three (3) are at the managerial level.
- iii. Professional certification in any related field such as CEH/CPENT/CHFI and any other certifications is an added advantage.
- iv. Excellent analytical and problem-solving skills to assess and respond to complex security incidents.
- v. Strong knowledge of cybersecurity technologies and tools, network security, and malware analysis is crucial.

3. SECURITY MANAGER (Grade M4)

Key Duties and Responsibilities

- i. Managing all security equipment for MACRA e.g. CCTV cameras, Electronic Access System.
- ii. Participating in the procurement process for security providers and security equipment.
- iii. Assessing the performance of security service providers.
- iv. Producing incident reports on security matters.
- v. Recommending to Management the course of action aimed at improving security for MACRA resources.
- vi. Coordinating the deployment of security personnel for MACRA House and staff residences with the service provider.
- vii. Investigating theft incidents at MACRA House and staff residence.
- viii. Producing monthly reports on security issues.
- ix. Performing any other duties as may be assigned from time to time.

Required qualifications, Skills and Experience

- i. Master's degree in security studies or Public/Business Administration.

- ii. Five (5) years working experience in the Army or Police or any security institution.
- iii. Should be prepared to work odd hours.
- iv. Should have no criminal record.

4. LICENSING MANAGER (Grade M4)

Key Duties and Responsibilities

- i. Overseeing and managing licensing processes and procedures.
- ii. Developing and overseeing procedures and processes to improve licensing.
- iii. Providing advice, information, and guidance on licensing matters and related areas to licensees, the public, and relevant stakeholders.
- iv. Drafting and reviewing of communication licenses.
- v. Assisting in any related license negotiations.
- vi. Periodically facilitate the assessment of communications licenses.
- vii. Facilitating periodic review of licensing procedures and processes.
- viii. Coordinating the processing of license applications to ensure compliance with licensing requirements for the license evaluation team.
- ix. Assisting in the preparation of licensing reports.
- x. Managing operation and maintenance of licensing database and register.
- xi. Any other duties incidental to licensing or the legal department as assigned by the Director of Legal Services from time to time.

Required qualifications, Skills and Experience

- i. Must have a Masters degree in Law.
- ii. Five (5) years experience in licensing or similar field, three (3) are at a managerial level.

5. MARKET ASSESSMENT AND RESEARCH MANAGER (GRADE M4)

Key Duties and Responsibilities

- i. Undertaking qualitative and quantitative research related to various issues in the ICT and postal sectors.
- ii. Developing economic and performance benchmarks related to ICT and Postal markets.
- iii. Research ICT technology changes and build position papers for management review, together with specialist directorates.
- iv. Undertaking ICT surveys and coordinate ITU data and statistics for the areas such as the development of IDI and other indices.
- v. Developing international benchmark framework for assessment in similar economies – in SADC and elsewhere for proper evaluation of Malawi market metrics.
- vi. Managing data produced by organization's monitoring systems and interpret such regarding the insight into market development.
- vii. Managing and maintaining a database for all market related ICT indicators.
- viii. Providing economic interpretation and regulatory support in the area of research.
- ix. Conducting organizational and project-specific M&E activities, to help measure effectiveness and encourage learning and improvement within MACRA.
- x. Engaging with internal and external stakeholders in the ICT and postal sectors.
- xi. Facilitating support to innovation on the ICT sector with the view of promoting the development of new products and services in the sector.
- xii. Providing timely input into Government policy based on evidence through the development of MACRA position papers on various policy matters.
- xiii. Assist in the development of the Authority strategy, Budget and work plans.

Required Qualifications, Skills and Experience

- i. Master's degree in economics or Statistics.
- ii. Five (5) years experience in market research, analysis and forecasting.
- iii. Demonstrated experience in using statistical packages.
- iv. Strong attention to detail and advanced research skills
- v. Strong verbal and written communications and analytical skills

6. NETWORK MANAGER (GRADE M4)

Key Duties and Responsibilities

- i. Overseeing the design, implementation, and maintenance of MACRA's network infrastructure, focusing on the NDC and the critical systems under procurement and implementation.
- ii. Managing the increase in connectivity and network infrastructure profiles.
- iii. Coordinating with Mobile Network Operators (MNOs), Internet Service Providers (ISPs), regulatory bodies, and the Malawi Communications Regulatory Authority (MACRA) to ensure seamless connectivity and regulatory compliance.
- iv. Overseeing the expansion of the network to additional offices, ensuring reliable connectivity and optimal network performance.

Required qualifications, Skills and Experience

- i. Master's degree in Computer Network Engineering, Computer Science or Information Technology
- ii. Cisco Certified Network Associate (CCNA) / Cisco Certified Network Professional (CCNP)
- iii. CompTIA Network+
- iv. Juniper Networks Certified Internet Associate (JNCIA) / Professional (JNCIP)
- v. Certified Information Systems Security Professional (CISSP)
- vi. Certified Information Systems Auditor (CISA)
- vii. 5 years managerial experience in similar role

7. TECHNOLOGIES MANAGER (GRADE M4)

Key Duties and Responsibilities

- i. Developing and implementing strategies that will help the authority to have a robust, resilient, and secure network for the regulatory compliance enforcement tools and always ensure its availability.
- ii. Ensuring that regulatory compliance enforcement tools use current access/backhaul technologies networks available in Malawi.

- iii. Establishing and controlling system access and security levels to regulatory compliance enforcement tools.
- iv. Verifying the business rules and validity of data being processed by the regulatory compliance enforcement tools platform.
- v. Designing and implement an effective program for manning the network operations centre.
- vi. Planning and implementing maintenance and software and hardware upgrades for Regulatory Compliance monitoring systems.
- vii. Advising and reporting on emerging technologies which require regulatory monitoring through prescribed KPIs.
- viii. Ensuring that the National Numbering Plan is properly aligned with the ITU standards.
- ix. Maintaining and managing a record of the status of all number ranges, codes and blocks of numbers comprising the national numbering plan in a central numbering database system.
- x. Preparing reports and presenting them to management as may be directed by the Deputy Director of Technologies and Standards.

Required qualifications, Skills and Experience

- i. Must have a Master of Science in Telecommunications/ Electronic Engineering or Information Technology from a recognized university in Malawi.
- ii. Five (5) years' experience of which three (2) are at Managerial level in Telecommunications/Electronic Engineering/ Information Technology or any related field.

8. PROCUREMENT & SUPPLY CHAIN MANAGER (GRADE M4)

Key Duties and responsibilities

- i. Working with the Procurement and Disposal Unit (PDU) team to develop detailed annual procurement implementation plans for the Unit in line with the prevailing organization's strategic plan
- ii. Working with the PDU team user directorates and departments in the development of organization's annual procurement and disposal plans in line with the prevailing Public Procurement and Disposal of Assets legal framework.
- iii. Providing general technical advice and guidance to user directorates, departments 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.
- iv. Reviewing specifications, scope of works, bills of quantities (BOQ's) and Terms of Reference (TOR's) from user departments and directorates for the procurement of goods, works and services.
 - v. Preparing relevant Bidding Documents and Request for Proposals (RFP's) for procurement of goods, works and services.
 - vi. Managing the entire procurement processes from advertising, receipt of bids and proposals, evaluation, compilation of evaluation reports, negotiations and drafting of contracts for successful bidders.
 - vii. Assisting the Head of Procurement and Supply Chain in the provision of secretarial services to the Internal Procurement and Assets Disposal Committee (IPDC) during its meetings
 - viii. Assisting in managing contracts with various suppliers, service providers, consultants and contractors
 - ix. Preparing of regular and timely progress reports on the collective activities of the Procurement and Disposal Unit (PDU) and the Internal Procurement and Disposal Committee (IPDC)
 - x. Assisting the Head of Procurement in coordinating procurement activities between MACRA, Public Procurement and Disposal Authority (PPDA) and the Government Contracting Unit (GCU)

Requisite Qualifications, Skills and Experience

- i. Masters degree from a recognized university in Procurement & Supply Chain management or any related field
- ii. At least five (5) years post qualification experience.
- iii. Must be a Full member of the Malawi Institute of Procurement and Supply (MIPS)
- iv. Knowledge of Public Procurement processes and procedures will be an added advantage.
- v. Excellent interpersonal, written, oral communication and negotiation skills.
- vi. Knowledge of Project Management and customs clearance procedures and processes
- vii. Excellent computer skills (word processing, spreadsheets and power point presentations).
- viii. Demonstrated ability to build subordinates competences in procurement and supply chain management.

9. NETWORK ENGINEER (GRADE M6)

Key Duties and Responsibilities

- i. Configuring network devices, troubleshooting network issues, and ensuring the smooth operation of our network.
- ii. Designing and implementing network architectures.
- iii. Implementing network security measures.
- iv. Providing technical support to end-users.

Required qualifications, Skills and Experience.

- i. Bachelor's degree in computer science, Information Technology, or a related field.
- ii. Cisco Certified Network Associate (CCNA) / Cisco Certified Network Professional (CCNP).
- iii. CompTIA Network+.
- iv. Juniper Networks Certified Internet Associate (JNCIA) / Professional (JNCIP)
- v. Certified Information Systems Security Professional (CISSP)
- vi. Certified Information Systems Auditor (CISA)
- vii. Two (2) years in similar role

10. LICENSING OFFICER (GRADE M6)

Key Duties and Responsibilities

- i. Undertaking a range of activities necessary to effectively assess and determine license applications, renewals, amendments, or related approvals or authorizations by the law and relevant Regulations.
- ii. Providing timely and accurate information and support to customers and other stakeholders on licensing or other related matters.
- iii. Escalating and as required contribute to more complex inquiries on license applications, renewals, amendments, or related approvals or authorizations.
- iv. Preparing and contributing to the preparation of reports, correspondences, and submissions relevant to licensing.
- v. Maintaining up-to-date licensing-related registers.
- vi. Contributing to initiatives to identify and progress opportunities to improve service delivery, facilitate stakeholder confidence and optimize compliance in licensing process.

- vii. Undertaking any work assigned from time to time to support the Licence Manager.

Required qualifications, Skills and Experience

- i. Bachelors degree in Law
- ii. More than two (2) years working in licensing or in the similar field

11. CONSUMER AFFAIRS OFFICER (GRADE M6)

Key Duties and Responsibilities

- i. Receiving complaints from all ICT consumers in the country.
- ii. Investigating, analyzing and resolving ICT consumers and trade practices problems and complaints.
- iii. Educating and advising both consumers and ICT service providers on options to remedy complaints.
- iv. Monitoring and enforcing relevant consumer protection legislation.
- v. Regulating and policing ICT operators on their implementation of consumer protection obligations.
- vi. Preparing correspondence as assigned by the Consumer Affairs Manager.
- vii. Providing advice, counselling and interpretation consumer protection clause as stipulated in the relevant licences and statutes.
- viii. Participating in consumer education programs.
- ix. Preparing information, education and communication material pertaining to ICT consumer education programs.
- x. Conducting research on consumer protection matters.
- xi. Reviewing promotions and campaigns made by operators to ensure that consumers are not negatively affected by misleading information.
- xii. Keeping up to date with market trends and new developments within the ICT sector about consumer rights issues.
- xiii. Participating in the drafting of various licenses and regulations and ensure that consumer protection issues are crafted in.
- xiv. Preparing periodic reports on consumer complaints statistics.
- xv. Performing such duties as may be assigned by the Consumer Affairs Manager from time to time.

Required qualifications, Skills and Experience

- i. Bachelors degree in Business Administration, Economics, Law or Information and communication technology.
- ii. Two (2) years of work experience in managing and resolving consumer complaints.
- iii. Knowledge of consumer protection legislation, policies, and procedures
- iv. Knowledge of Malawi's ICT market and products is an added advantage.
- v. Strong communication and analytical skills
- vi. Ability to work independently.
- vii. Ability to prepare correspondence and cite relevant legislation in a manner that is easy to understand and interpret by consumers.

12. POSTAL REGULATIONS OFFICER (GRADE M6)

Key Duties and Responsibilities

- i. Inspecting courier operator's premises and services to determine compliance with license terms and conditions.
- ii. Undertaking inspection of premises and facilities of prospective operators for licensing purposes.
- iii. Developing programs for monitoring postal services to ensure adherence to licensing conditions.
- iv. Carrying out inspections to identify illegal operators.
- v. Maintaining liaison with licensed operators to understand their problems and recommend possible solutions.
- vi. Investigating cases of illegal operators.

Required qualifications, Skills and Experience

- i. Degree in Business Administration, Law or Economics
- ii. More than two (2) years working in postal or courier service.

13. PROCUREMENT OFFICER (GRADE M6)

Key Duties and Responsibilities

- i. Assisting the Procurement and Disposal Unit (PDU) in the preparation of the annual procurement and disposal plan.

- ii. Preparing, issuing, and monitoring Request for Quotations (RFQ) on receipt of requests from user department and or project teams
- iii. Preparing quotation analysis reports and tabulations with recommendations for Internal Procurement and Disposal Committee (IPDC) consideration.
- iv. Monitoring the progress of suppliers/contractors during the implementation of projects.
- v. Assisting in the preparation of relevant bidding documents and Request for Proposals (RFP's) for procurement of goods, works and services.
- vi. Assisting the procurement Manager in administering all tendering processes including but not limited to bid opening, evaluation, and preparation of quarterly procurement reports.
- vii. Preparing of weekly procurement and disposal status reports
- viii. Assisting the preparation of draft monthly procurement and quarterly procurement reports.
- ix. Assisting stores and responsible directorates in the inspection of goods and equipment before accepting delivery from suppliers and service providers.
- x. Preparing filling of all procurement records from process initiation to contract closure.
- xi. Performing any other duties as assigned from time to time.

Required qualification, Skills and Experience

- i. Bachelor's degree in Procurement and Logistics management from a recognized university or Level 6 – Chartered Institute of Procurement and Supply (CIPS)
- ii. Two (2) years' experience and knowledge of public procurement will be an added advantage.
- iii. Excellent computer skills in word-processing and excel.
- iv. Must be a paid-up member of Malawi Institute of Procurement and Supply (MIPS).
- v. Good communication and negotiation skills.

14. ECONOMISTS-(GRADE M6)

Key Duties and Responsibilities

- i. Analyzing tariff proposals, fees and other charges for communications services.
- ii. Assisting in carrying out industry and market performance reviews and analyses.
- iii. Assisting in conducting economic and financial analysis of business plans submitted by operators or potential operators to the Authority for approval.
- iv. Assisting in collecting, processing, analysing and organizing data about ICT and postal markets, products, services and operators.
- v. Assisting in managing and maintaining database for all market related ICT indicators.
- vi. Assisting in conducting ICT sector related surveys and compiling ITU data and statistics including development of ICT Development Index (IDI) and other indices.
- vii. Undertaking monitoring of Authority's strategic plan, annual workplans, programs and projects as well evaluation of same.
- viii. Undertaking any other duties assigned from time to time.

Required qualifications, Skills and Experience

- i. Must have a Bachelor's degree in any discipline of Economics.
- ii. At least two (2) years' experience in economic and financial analysis and statistics.
- iii. Ability to work with statistics and prepare and produce comprehensive analytical reports.

15. SENIOR SPECTRUM PLANNING OFFICER (GRADE M5)

Key Duties and Responsibilities

- i. Analyzing operators requests for radio spectrum regarding spectrum allocation and assignment.
- ii. Updating of national frequency allocation plan aligning with SADC, ATU and ITU recommendations.
- iii. Participating in cross-border coordination on spectrum usage and frequency assignments.
- iv. Providing technical assistance to spectrum users on spectrum related issues.

- v. Processing radio licenses for all spectrum licensees.
- vi. Participating in resolving interference problems among operators.
- vii. Processing radio licenses for all spectrum licensees.

Required qualifications, Skills and Experience

- i. Bachelor's Degree in Telecommunications or Electrical Engineering.
- ii. Minimum of Five (5) years' experience working in the Telecommunications sector.
- iii. Minimum of Three (3) years practical knowledge of Spectrum Management.
- iv. Demonstrable knowledge of International Telecommunications Union (ITU) operations.

16. SENIOR SPECTRUM MONITORING OFFICER (GRADE M5)

Key Duties and Responsibilities

- i. Coordinating daily monitoring of frequencies to determine the utilization of prescribed license conditions.
- ii. Capturing data on all equipment on technical specifications for existing and new spectrum licensees.
- iii. Providing technical assistance to all spectrum users and solutions to all frequency interference problems.
- iv. Consolidating spectrum utilization reports based on operators' technical audits.
- v. Ensuring the Frequency Management and Monitoring (FMM) equipment with all its associated remote stations are maintained.
- vi. Consolidating reports on operators of FMM equipment.
- vii. Submitting weekly and Monthly section Reports to Spectrum Monitoring Manager

Required qualifications, Skills and Experience

- i. Bachelor's Degree in Telecommunications or Electrical Engineering.
- ii. Minimum of Five (5) years' experience working in the Telecommunications sector.
- iii. Minimum of Three (3) years practical knowledge of Spectrum Management

- iv. Demonstrable knowledge of International Telecommunications Union (ITU) operations

17. SPECTRUM PLANNING OFFICER (GRADE M6)

Key Duties and Responsibilities

- i. Undertaking initial technical analysis for operators request for assignment and allocation.
- ii. Participating in cross-border coordination on spectrum usage and frequency assignments.
- iii. Allocating frequency for different spectrum services.
- iv. Processing radio licenses for all spectrum licensees.
- v. Participating in resolving interference problems among operators.
- vi. Updating the established national frequency band plan.
- vii. Undertaking initial technical analysis for operators regarding spectrum planning, allocation, and assignment.
- viii. Allocating frequency for different spectrum services.
- ix. Processing radio licenses for all spectrum licensees.

Required qualifications, Skills and Experience

- i. Bachelor's Degree in Telecommunications or Electrical Engineering.
- ii. Minimum two (2) years' experience working in the telecommunications sector.

18. SPECTRUM MONITORING OFFICER (GRADE M6)

Key Duties and Responsibilities

- i. Undertaking daily monitoring of frequencies to determine the utilization of prescribed license conditions.
- ii. Capturing data on all equipment on technical specifications for existing and new spectrum licensees.
- iii. Providing technical assistance to all spectrum users and solutions to all frequency interference problems.
- iv. Preparing spectrum utilization reports based on operators' technical audits.
- v. Maintaining the Frequency Management and Monitoring (FMM) equipment with all its associated remote stations.
- vi. Preparing reports on operators of FMM equipment.

Required qualifications, Skills and Experience

- i. Bachelor's Degree in Telecommunications or Electrical Engineering.
- ii. Two (2) years' experience working in the telecommunications sector.

19. IT OFFICER (GRADE M6)

Key Duties and Responsibilities

- i. Analyzing, designing, and implementing ICT systems.
- ii. Evaluating and testing new and existing systems.
- iii. Creating, formatting, and maintaining network documentation.
- iv. Participating in resolving problems relating to poor performance or system failure occurring in the operation of hardware and software.
- v. Providing input in the procurement of hardware and software.
- vi. Maintaining and organizing disaster preparedness for systems and critical data related to database and mapping solutions.
- vii. Providing ICT technical support to users.
- viii. Participating in the development of the Authority's ICT policy.

Required qualifications, Skills and Experience

- i. Bachelor's degree in Computer Studies or Information Technology.
- ii. Two (2) year of experience in IT-related field.

20. QUALITY ASSURANCE OFFICER (Grade M6)

Key Duties and Responsibilities

- i. Carrying out technical audits (e.g., quality of service drive tests) when necessary
- ii. Monitoring network performance of all telecom service providers in accordance with the agreed quality of service targets and taking necessary action.
- iii. Working in liaison with all engineers from telecom service providers to ensure that network performance measurements are carried out.
- iv. Keeping an updated log of all quality-of-service issues
- v. Carrying out equipment type approvals.

Required qualifications, Skills and Experience

- i. Bachelor's Degree in Telecommunications or Electrical Engineering.
- ii. Two (2) years experience working in the telecommunications sector.

21. INCIDENT RESPONSE OFFICER (GRADE M6)

Key Duties and Responsibilities

- i. Planning, executing, assessing, and monitoring all tasks assigned under MWCERT.
- ii. Identifying, containing, and mitigating cybersecurity incidents,
- iii. Conducting risk assessment and security analysis on the reported incidents.
- iv. Maintaining incident response policies, procedures, and playbooks to ensure a structured and effective response to security incidents.
- v. Responding and providing support to the MWCERT constituents.
- vi. Producing periodic or ad-hoc reports of high quality for every incident, security threat, and vulnerability.
- vii. Developing training modules and technical documentation.
- viii. Conducting knowledge-sharing sessions for the technical personnel on; lessons learned or new findings.
- ix. Performing digital forensics and ensures that digital evidence is stored in a safe secure manner.
- x. Participating in research and development of malware protection tools.

Required qualifications, Skills and Experience

- i. Bachelor's degree in computer science or cyber security.
- ii. Professional certification in any relevant field such as CPENT and any other certification is an added advantage.
- iii. Two (2) years of working experience in cybersecurity roles, with a focus on incident response, is essential
- iv. Strong knowledge of cybersecurity technologies and tools, network security, and malware analysis is crucial
- v. Excellent analytical and problem-solving skills to assess and respond to complex security incidents

22. INTERNAL AUDIT OFFICER (GRADE M6)

Key Duties and Responsibilities

- i. Assisting in audit planning and engagement of clients.
- ii. Collecting relevant data and documentation related to specific audit assignments.
- iii. Calculating, computing, and verifying data to assist in forming department audit opinion.
- iv. Compiling audit reports.
- v. Receiving and inspecting reports and invoices.
- vi. Participating in organizing and maintaining audit working papers.

Required qualifications, skills and experiences

- i. Bachelors' Degree in Auditing, Finance or Accounting.
- ii. Must be a registered member of Institute of Internal Auditor (IIA).
- iii. Two (2) Years experience in Auditing.

23. BROADCASTING MONITORING OFFICER – 2 POSITIONS (GRADE M6)

Key Duties and Responsibilities

- i. Monitoring broadcasting content for both television and radio stations.
- ii. Producing an analysis of the content breakdown in terms of issues as prescribed in the licensing terms of an operator.
- iii. Operating broadcasting monitoring equipment.
- iv. Conducting investigations and handling complaints on what has been broadcast.
- v. Monitoring compliance with license terms and conditions.
- vi. Capturing and managing broadcast data.
- vii. Preparing weekly monitoring reports.
- viii. Carrying quarterly broadcasting technical Audits.

Required qualifications, skills and experience

- i. Bachelor's degree in journalism, Mass Communication, Media Studies or any relevant degree
- ii. At least one year experience in the Broadcasting field
- iii. Excellent Computer Skills

- iv. Good interpersonal written, and oral communication skills
- v. High level of integrity

24. CASHIER (Grade MA7)

Key Duties and Responsibilities

- i. Receipting of cash from operators and banking
- ii. Participating in debt collection exercise
- iii. Managing Petty cash float
- iv. Preparing payment of vouchers and processing of electronic funds transfers
- v. Recording transactions in MACRA's accounting system

Required qualifications, skills and experience

- i. Diploma in Finance or Accounting.
- ii. Bachelors' Degree in Finance or Accounting will be an added advantage
- iii. Must be registered with Malawi Accountants Board (MAB).

25. TECHNOLOGIES OFFICER (GRADE MA6)

Key duties and responsibilities

- i. Keeping a log of all technical faults within a network of regulatory compliance enforcement tools
- ii. Ensuring that the National Numbering Plan is properly aligned with the ITU standards.
- iii. Analyzing and assigning the numbering resource applications from the applicants in line with numbering plan.
- iv. Maintaining and managing a record of the status of all number ranges, codes and blocks of numbers comprising the national numbering plan in a central numbering database system.
- v. Processing and Analysing Type Approval applications of the electronic communications equipment before use in Malawi in line with the adopted technical standards
- vi. Keeping up to date the Type Approval database as per approved electronic communication equipment
- vii. Carrying out Conformity and Interoperability procedures for the electronic communication equipment in line with adopted technical standards

- viii. Carrying out market surveillance of the type of approved equipment.
- ix. Carry out other duties as may be assigned from time to time.

Required qualifications, skills and experience

- i. Bachelor's Degree in Telecommunications or Electrical Engineering.
- ii. Two (2) years' experience working in the telecommunications sector.

TERMS AND CONDITIONS OF SERVICE

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

METHOD OF APPLICATION

Applicants are required to apply by filling out the form on the following link <https://tinyurl.com/5mhrcsm5>. 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 13th October 2023. Only short-listed candidates will be acknowledged.