



VACANCY ANNOUNCEMENTS

About Millennium Challenge Account-Malawi II

The Government of Malawi signed a five-year agreement (“Compact”) with the Millennium Challenge Corporation (“MCC”) to fund specific programs targeted at reducing poverty and stimulating economic growth. MCC is a U.S. government agency focused on assisting countries dedicated to good governance, economic freedom, and investing in people. An Accountable Entity called the Millennium Challenge Account-Malawi II (“MCA-Malawi II”) has been created and designated by the Government of Malawi to implement the Compact.

Malawi Compact

The Compact consists of three projects, namely:

1. The Accelerated Growth Corridors Project (AGC) will focus on reducing transport costs in targeted rural areas. Under the AGC Project, the Road Corridor Improvement (RCI) Activity will target investment in physical upgrades and improvements across different classes of roads within four selected Accelerated Growth Corridors (AGCs) to improve rural access by addressing road conditions and reducing transport costs. The Policy and Institutional Reform and Capacity Building (PIR) Activity will focus on assisting the Government to address policy, legislative, institutional, and funding issues to ensure that road transport in AGC areas is well-maintained and managed.
2. The Increased Land Productivity Project will focus on improving land services, strengthening conditions for increased investment in land and better-functioning land markets through two main activities: the Land Administration Resourcing and Institutions Activity – which will support development, adoption, and implementation of reforms to expand national land-based revenues and address institutional change – and the City Council Land-Based Revenue

Modernization Activity, which will expand coverage and collection of land-based revenues, to increase resources for key services and increase investment in land and finally.

3. The American Catalyst Facility for Development Project will focus on facilitating U.S. International Development Finance Corporation (DFC) investment in Malawi to catalyze increased private investment consistent with Compact objectives and increase the scale and impact of the Compact.

1. Specialist, Internal Auditor

Position Objective

The Specialist, Internal Auditor, under the supervision of the Manager, Internal Auditor, is responsible for assisting the Internal Auditor in establishing a plan for auditing the operation and program activities of MCA-Malawi II that focuses on the identification and control of risk, improvements in the efficiency and effectiveness of operations and programs, and compliance with external laws and regulations and internal policies and procedures. This pivotal position calls for a highly analytical individual with a deep understanding of financial management and auditing principles, as well as exceptional problem-solving skills, to identify, analyze, and mitigate potential risks, safeguard MCA-Malawi II's assets, and contribute to the successful implementation of the multimillion-dollar compact addressing development challenges in the country. The Specialist, Internal Auditor is expected to work collaboratively with various stakeholders within MCA-Malawi II, the government, and project partners, fostering a culture of accountability, transparency, and continuous improvement, ultimately enhancing the overall performance and impact of MCA-Malawi II's initiatives.

Duties and Responsibilities

- Assist the Internal Audit Manager in the Development and implementation of a comprehensive internal audit plan, including risk-based audit strategies, to evaluate the effectiveness of 's financial, operational, and compliance functions.
- Administratively assist the Director of Administration & Finance in preparing audit plans for annual funds accountability statement audit.
- Conduct regular audits of financial, operational, and compliance functions, ensuring adherence to 's policies, procedures, and relevant laws and regulations.
- Prepare and present clear, concise, and comprehensive audit reports to the MCA-Malawi II senior management, and external stakeholders as required, highlighting key findings and recommendations.
- Assist the Internal Auditor in evaluating internal control systems, especially those relating to financial management, and make recommendations for improvements needed to safeguard assets and ensure the integrity of financial transactions and financial reporting.
- Ensure the recommendations of the external auditor are implemented, as appropriate.
- Oversee and monitor the implementation of a Program Compliance Policy for the use of funds at MCA-Malawi II.
- Disseminate written policies and procedures related to compliance activities.

- Collaborate with management to develop and implement Corrective Action Plans (CAPs) that address identified audit findings and risks.
- Monitor the implementation of CAPs, track progress, and verify the effectiveness of corrective actions.
- Identify compliance issues that require follow-up or investigation.

Education

- Bachelor's degree in accounting, Finance, Business Administration, or a related field; a professional certification such as CIA, CPA, or ACCA is preferred.

Experience

- Minimum of 5 years of progressive experience in internal auditing, preferably in public sector organizations, international development projects, or donor-funded programs.
- Familiarity with operations, accounting, finance, internal audit, quality assurance, and human resource procedures and regulations is a must.
- Demonstrated knowledge of and experience in applying the principles, techniques, practices and procedures of an internal audit or quality assurance function; developing sound internal controls for financial and operational programs; developing remediation programs where controls have been found deficient; developing risk assessment instruments and communicating to program managers how to assess risk in their respective areas.
- Ability to evaluate automated financial management systems and to develop methods for testing system controls.
- Computer literacy, including proficiency in Microsoft Office applications (Word, Excel, PowerPoint) and familiarity with various accounting software and tools.
- Proficiency in English and, if applicable, local languages is required.

2. Manager, Monitoring and Evaluation (M&E)

Position Objective

The Monitoring and Evaluation (M&E) Manager is responsible for driving a comprehensive and robust M&E system to ensure effective and efficient implementation of the Malawi Transport and Land Compact. The M&E Manager will lead the design, implementation, and continuous refinement of M&E frameworks, tools, and processes to track progress towards compact goals, inform decision-making, and ensure accountability to stakeholders. The M&E Manager will also play a key role in coordinating independent evaluations, analyzing the economic impact of the compact, and fostering collaboration with both internal and external stakeholders, including MCC counterparts such as M&E Leads, Results Reporting Analysts, and Economists. By generating timely, relevant, and reliable data and insights, the M&E Manager will empower MCA-Malawi II to achieve its objectives and maximize the compact's positive impact on Malawi's development.

Duties and Responsibilities

- Building on the Compact M&E Framework in the program agreement, support the development and periodic updates of the Malawi M&E Plan, in accordance with MCC policies and guidelines and in coordination with MCC and relevant stakeholders.
- Support the implementation of the monitoring component of the Malawi M&E Plan to provide timely and relevant input to project management and external reporting, including:
- Enforce adherence to the performance indicators to be monitored along with their baselines and targets in collaboration with project teams; ensure that monitoring indicators are relevant to project management needs and that risks and assumptions included in the M&E Plan are appropriately tracked.
- Identify critical data gaps or data quality issues related to the M&E Plan indicators and support the design and implement a plan to resolve these issues and build capacity with the party that produces the data (e.g., government entities or project implementers).
- Work with implementers and Implementing Entities to ensure M&E requirements are appropriately incorporated in their contracts and Implementing Entity Agreements, respectively, and that there is a shared understanding of relevant indicators and other requirements.
- Provide updates to the Indicator Tracking Table (ITT). This should include reviewing all the ITT data on a quarterly basis, checking inconsistent values with project leads and reporting entities, and submitting supporting documentation for all data that is reported.
- Support Data Quality Reviews of monitoring data reported by MCA-Malawi II as well as likely sources of future monitoring data (i.e., data sources identified in the M&E Plan) and implement a plan to address any identified weaknesses.
- Design and implement field assessments of progress towards the achievement of outputs and intermediate outcomes, especially in situations where concerns have been raised regarding data quality or validity. Maintain close collaboration and integration between MEE and project teams to ensure that MEE's data and analysis is accurate, up-to-date, and supports evidence-based project design and management.
- Maintain regular communication with MCA-Malawi II leadership, MCC M&E and Economic Analysis staff to provide updates on the status of MEE activities and to communicate risks related to the progress of implementation or the achievement of results.
- Promote utilization of M&E data to inform adaptive management, identify areas for improvement, and guide strategic decision-making for the compact.
Promote a culture of learning within the MCA-Malawi II by fostering knowledge sharing, documenting lessons learned, and integrating feedback into program design and implementation.
- Engage with stakeholders, including government ministries, civil society organizations, and community groups, to ensure their participation in M&E processes and promote local ownership of the compact.
- Prepare and disseminate regular M&E reports, including progress reports, quarterly reports, annual reports, and ad-hoc reports, to inform decision-making and communicate results to stakeholders.

Perform any other duties assigned by the MCA-Malawi II management, as needed, to support the overall success of the M&E and economic analysis functions and MCA-Malawi II projects.

Education

- Advanced degree (master's or higher) in Social Science, Development studies, Sciences (Statistics), or a related field of study.
- Eight (8) or more years' experience in conducting quantitative and qualitative analyses of programs and projects.
- Previous managerial experience with demonstrated ability to balance a variety of tasks and demands and to meet deadlines in a responsible and flexible manner. Must demonstrate history of delivering high quality projects on time and within budget.
- Previous supervisory experience managing at least 1 subordinate staff.
- Experience applying economic concepts to real-world problems, using data and analysis to reach conclusions and provide recommendations. Experience conducting this type of work in Malawi is desired but not required. Demonstrated competency in cost-benefit analysis of projects is desired but not required.
- Demonstrated experience designing and implementing monitoring systems, including collecting, analyzing, and reporting performance data.
- Demonstrated experience designing and implementing program evaluations; experience implementing rigorous, quantitative evaluations involving household or business surveys preferred.
- Strong understanding of international and local policies, guidelines, and best practices relevant to monitoring, evaluation, and economic analysis.
- Experience in working with government counterparts, local authorities, non-governmental organizations, international donor organizations and other stakeholders in the implementation of monitoring and evaluation activities.
- Demonstrated experience in one or more of the following statistical analysis software and databases, such as STATA, SPSS, SAS, CSPRO, Excel and strong proficiency with MS Word and PowerPoint.
- Excellent organizational skills related to data and document management.
- Fluency in the local language(s) and strong English language skills, both written and spoken, are highly desirable.

3. Economic Specialist

Position Objective

The Economic Specialist, who works under the Manager of Monitoring, Evaluation, and Economic Analysis (MEE) and the Director of MEE, focuses on the economic analysis aspect of the MEE unit. This role is central to generating accurate and actionable economic insights for the Malawi Transport and Land Compact projects. Responsibilities include conducting economic analyses, contributing to the monitoring and evaluation of compact targets, supporting independent evaluations, and assisting in managing the M&E budget and related activities. Collaborating with MCC's M&E Leads, reporting results analysts. The position is key to ensuring the success and impact of compact programs through

data-driven decisions.

Duties and Responsibilities

- Assisting in building on the Compact M&E Framework in the program agreement, contribute to the development and periodic updates of the MCA-Malawi II M&E Plan, in accordance with MCC policies and guidelines and in coordination with MCC and relevant stakeholders.
- Assist in refining the M&E Plan based on the Compact agreement, ensuring it aligns with MCC policies and effectively coordinates with MCC and stakeholders.
- Assist in the execution of the monitoring aspect of the M&E Plan, including defining performance indicators, establishing baselines and targets, and addressing data quality issues.
- Collaborating with project implementers and entities to integrate M&E requirements into agreements and ensuring a mutual understanding of indicators.
- Generating and updating the Indicator Tracking Table (ITT), conducting quarterly data reviews, and validating data accuracy.
- Undertaking Data Quality Reviews of reported monitoring data, identifying and rectifying any weaknesses.
- Conducting field assessments to verify progress towards outputs and outcomes, especially where data quality concerns exist.
- Ensuring effective communication with MCA-Malawi II leadership and MCC M&E staff about M&E activities, risks, and implementation progress.
- Assist in managing the M&E budget, including quarterly updates on financial commitments and disbursements.
- Perform any other duties assigned by the MCA-Malawi II management, as needed, to support the overall success of the M&E and economic analysis functions and MCA projects.

Education

- Advanced degree (master's or higher) in Social Sciences, Business Management, Development Studies or a related field of study.
- Five (5) or more years' experience, conducting quantitative and qualitative analyses of programs, including a minimum of three (3) years of experience in Monitoring & Evaluation.
- Experience applying economic concepts to real-world problems, using data and analysis to reach conclusions and provide recommendations. Experience conducting this type of work in

Malawi is desired but not required. Demonstrated competency in cost-benefit analysis of projects is desired but not required.

- Strong understanding of international and local policies, guidelines, and best practices relevant to monitoring, evaluation, and economic analysis.
- Experience in working with government counterparts, local authorities, non-governmental organizations, international donor organizations and other stakeholders in the implementation of monitoring and evaluation activities.
- Demonstrated experience in one or more of the following statistical analysis software and databases, such as STATA, SPSS, SAS, CSPRO, Excel and strong proficiency with MS Word and PowerPoint.
- Excellent organizational skills related to data and document management.
- Fluency in the local language(s) of the MCA-Malawi II country and strong English language skills, both written and spoken, are highly desirable.

4. Specialist, Gender, and Social Inclusion (GSI)

Position Objective

The Gender and Social Inclusion (GSI) Specialist plays a critical role in supporting MCA-Malawi II to integrate GSI considerations into project design, implementation, and monitoring. The GSI Specialist works closely with project teams, partners, and stakeholders to ensure that MCA activities are inclusive, gender-responsive, and contribute to the empowerment of marginalized and vulnerable populations.

Duties and Responsibilities

- Collaborate with project teams including Consultants and Contractors to integrate GSI considerations into project design, implementation, monitoring, and evaluation processes.
- Develop and implement strategies, guidelines, and tools to effectively address GSI issues such as TIP, GBV, Sexual Harassment (SH) and ensure participation of women and other vulnerable groups in MCA Malawi II activities
- Support implementation and review of the Social and Gender Integration Plan (SGIP) for mainstreaming gender and social considerations across all MCA-Malawi II projects and activities.
- Conduct gender and social inclusion assessments, analyze findings, and provide recommendations for improving project impact on target populations.
- Support the development and implementation of capacity-building activities to enhance MCA-Malawi II staff, Consultants, Contractors and partner understanding of GSI principles and best practices.
- Monitor and report on the progress of GSI-related activities and outcomes, ensuring alignment with MCA-Malawi II and MCC requirements.
- Foster partnerships and coordination with government agencies, local authorities, civil society organizations, and other stakeholders to facilitate implementation of TIP, GBV/SEA/SH mitigation measures in MCA-Malawi II corridors of impact and beyond.
- Represent the MCA-Malawi II in GSI-related meetings, workshops, and conferences, as required.

- Provide technical assistance and guidance to project teams including Consultants, Contractors and partners on GSI-related issues, challenges, and opportunities.
- Contribute to the development of GSI-related communication materials and knowledge products.
- Conduct regular reviews of GSI policies to ensure they are current and align with domestic and global best practices.
- Identify potential risks or gaps in GSI implementation and proactively recommend corrective measures.
- Develop and facilitate workshops, seminars, and other training activities to build expertise and understanding of GSI practices among project teams, consultants, contractors and stakeholders including Government Agencies, Local Authorities, CSOs and Community Structures
- Collaborate with other departments to integrate GSI principles across various projects, ensuring consistency and effectiveness.
- Perform additional tasks and responsibilities assigned by the Manager, GSI or CEO.

Education

- Bachelor's degree in gender studies, sociology, anthropology, international development, or a related field.

Experience

- Minimum of five (5) years of experience in the design, implementation, and monitoring of gender and social inclusion initiatives, preferably within an international organization, government, or private sector environment.
- Demonstrated experience in conducting gender and social inclusion assessments, developing GSI strategies, and providing technical guidance on GSI issues.
- Knowledge of gender and social inclusion principles, best practices, and relevant international frameworks.
- Excellent communication, facilitation, and presentation skills, with the ability to engage diverse stakeholders effectively.

5. Administration Specialist

Position Objective

The Administration Office at MCA-Malawi ll is entrusted with the overarching responsibility of overseeing the administrative functions that form the backbone of the organization. This includes the strategic planning, implementation, and management of administrative policies, human resources, facilities management, procurement, and general operational support.

The Administration Specialist plays a vital role in supporting the HR and Administration Manager in achieving the organization's strategic goals. This role involves working closely with the HR and Administration Manager and the Director of Administration and Finance to ensure smooth operation of daily tasks, facilitating effective communication, and providing robust administrative support. This

position is pivotal in organizing activities, managing information flow, and ensuring administrative processes are conducted efficiently to support the overarching goals of the organization.

Duties and Responsibilities

- Oversee office operations to ensure an organized and efficient work environment by monitoring inventory and supply needs for timely procurement.
- Ensure well-maintained office facilities by coordinating with service providers for repairs and upgrades, and by scheduling repairs of broken assets.
- Implement and maintain advanced office management systems to optimize workflow and enhance operational efficiency within MCA-Malawi II.
- Develop and lead training programs for MCA-Malawi II staff on administrative processes and best practices to ensure consistency and high performance across the organization.
- Coordinate high-level meetings and events, including stakeholder and inter-agency collaborations, ensuring seamless execution and follow-up.
- Implement and manage advanced data management and reporting systems to provide real-time insights and support decision-making.
- Serve as a liaison with senior management and other departments to align administrative functions with organizational priorities and projects.
- Arrange and facilitate travel logistics for staff and visitors, including vehicle assignments, accommodations, and transportation.
- Lead initiatives to enhance workplace safety and ensure compliance with health and safety regulations.
- Serve as a point of contact with external vendors, managing contracts and service agreements while ensuring timely service delivery.
- Vehicle and Dispatcher Coordination: Oversee the management and scheduling of MCA-Malawi II's vehicle fleet, including scheduling maintenance and repairs, and coordinating drivers and their trips to ensure efficient transportation services.
- Maintenance Management: Develop and implement a maintenance schedule for all MCA-Malawi II's vehicles, ensuring timely and effective repairs and servicing to maintain operational readiness.
- Driver Scheduling: Coordinate the scheduling of drivers, ensuring that transportation needs are met for all MCA-Malawi II activities, and maintain accurate records of vehicle usage and driver assignments.
- Compliance: Ensure all vehicles and drivers comply with local transportation regulations, safety standards, and MCA-Malawi II policies.
- Perform other administrative tasks and special projects, as assigned by the Director of Administration and Finance and HR and Administration Manager, to support the effective functioning of the MCA-Malawi II.

Education

- A bachelor's degree in business administration, Public Administration, Management, or a related field is required.

- Professional certifications in administrative management, project management, or procurement are highly desirable.
- Demonstrated knowledge of administrative processes, office management systems, and procurement best practices is essential.

Experience

- Minimum of five (5) years of experience in executing administration and/or executive support functions.
- Have strong computer skills with proficiency in the use of common Microsoft Office applications (Word, Excel, and PowerPoint) or similar office suit.
- Excellent written and verbal communication skills in English, including writing professional emails to a variety of audiences.
- Experience working with international organizations or donors a plus.
- Proficiency in English, both written and spoken, and fluency in the local language(s) is required.

6. Resource and Project Management Specialist - Accelerated Growth Corridors (AGC) Project

Position Objective

The Resource and Project Management Specialist is responsible for overseeing financial, procurement, and project management-related activities within the Accelerated Growth Corridors (AGC) Project of the Malawi II Compact, ensuring the timely and consistent provision of the project activities and operations. This role ensures compliance with the Millennium Challenge Corporation's cost principles, procurement policies, and project management practices.

Duties and Responsibilities

Financial Management

- Support the Project Director in managing the budgeting and procurement aspects of the Compact, with a focus on budgeting, forecasting, financial analysis, and procurement management.
- Monitor and analyze project expenditures and procurements against budgets to ensure accurate financial tracking, compliance with MCC policies and procedures, and timely reporting.
- Prepare and submit comprehensive financial reports on budget allocation, utilization, and forecasting to MCC, the government, and other stakeholders, following reporting requirements and deadlines.
- Ensure the project team has the required financial resources, such as required funding, to successfully complete planned activities.
- Prepare payment documents for AGC consultants and contractors.

Procurement

- Review procurement activities to ensure alignment with MCC Procurement Guidelines and local legislative requirements while providing technical support and oversight to project teams.

- Identify potential procurement and budgeting risks, recommending corrective actions for accurate budget tracking and compliance with financial guidelines.
- Support the Project Director in ensuring proper contract management processes are being implemented throughout the team.

Project Management

- Assist in project management functions by coordinating with relevant teams and stakeholders to ensure the timely execution of workplans while maintaining schedules, tracking tools, document libraries, risk and issue registers updated at all times.
- Take a leading role in the review and updating of AGC work plans

Other Responsibilities

- Collaborate with other MCA divisions and MCC counterparts to integrate best financial management, procurement, and project management practices into project.

Education

- Bachelor's degree in civil engineering.
- Those with a master's degree in business administration, project management, supply chain management or a certificate in finance or accounting shall have an added advantage.

Experience

- Minimum of five (5) years of specialized or varied experience in service management related to establishing policies in the areas of project management, accounting, finance, management, procurement, etc.
- Previous working experience with international development organization, NGO, international donors, or government agency preferable.
- Experience in FIDIC contracts is strongly preferred.
- Demonstrated experience and skills in project management is essential
- Have strong computer skills with proficiency in the use of common Microsoft Office applications (Word, Excel, and PowerPoint) and familiarity with MS Project, or Financial Management Systems or Procurement Management System.
- Excellent written and verbal communication skills in English.

7. Resource and Project Management Specialist – Land Project

Position Objective

The Resource and Project Management Specialist is responsible for overseeing financial, procurement, and project management-related activities within the Increased Productivity Land Project of the Malawi II Compact, ensuring the timely and consistent provision of the project activities and operations. This role ensures compliance with the Millennium Challenge Corporation's cost principles, procurement policies, and project management practices.

Duties and Responsibilities

Financial Management

- Support the Project Director in managing the budgeting and procurement aspects of the Compact, with a focus on budgeting, forecasting, financial analysis, and procurement management.
- Monitor and analyze project expenditures and procurements against budgets to ensure accurate financial tracking, compliance with MCC policies and procedures, and timely reporting.
- Prepare and submit comprehensive financial reports on budget allocation, utilization, and forecasting to MCC, the government, and other stakeholders, following reporting requirements and deadlines.
- Ensure the project team has the required financial resources, such as required funding, to successfully complete planned activities.
- Prepare payment documents for Land Project Consultants and Contractors.

Procurement

- Review procurement activities to ensure alignment with MCC Procurement Guidelines and local legislative requirements while providing technical support and oversight to project teams.
- Identify potential procurement and budgeting risks, recommending corrective actions for accurate budget tracking and compliance with financial guidelines.
- Support the Project Director in ensuring proper contract management processes are being implemented throughout the team.

Project Management

- Assist in project management functions by coordinating with relevant teams and stakeholders to ensure the timely execution of workplans while maintaining schedules, tracking tools, document libraries, risk and issue registers updated at all times.

Other Responsibilities

- Collaborate with other MCA divisions and MCC counterparts to integrate best financial management, procurement, and project management practices into project.

Education

- Bachelor's degree in business administration, procurement, project management, finance or a related field, or a professional certification (e.g., CPA, ACCA, PMI, CIMA).
- Master of Business Administration or a master's degree in project management or supply chain management will be an added advantage.

Experience

- Minimum of five (5) years of specialized or varied experience in service management related to establishing policies in the areas of project management, accounting, finance, management, procurement, etc.
- Previous working experience with international development organization, NGO, international donors, or government agency preferable.
- Demonstrated experience and skills in project management is essential.

- Have strong computer skills with proficiency in the use of common Microsoft Office applications (Word, Excel, and PowerPoint) and familiarity with Financial Management Systems or Procurement Management System.
- Excellent written and verbal communication skills in English.

8. Legal Assistant

Position Objective

The Legal Assistant at MCA-Malawi II will proactively analyze and assess the legal implications of MCA-Malawi II policies, systems, and practices, identifying and addressing any potential vulnerabilities. By staying abreast of evolving legal and regulatory landscapes, the Legal Assistant will play a crucial role in safeguarding the MCA-Malawi's interests, facilitating informed decision-making, and ensuring the successful implementation of Compact objectives while maintaining the highest standards of legal integrity and transparency.

Duties and Responsibilities

- Assisting the Director in analyzing the legal frameworks and requirements applicable to the MCA-Malawi II to determine and create strategies, policies, and recommendations for avoiding or mitigating legal and regulatory risks or to ensure compliance with relevant statutes throughout all MCA-Malawi II's programmatic and operational activities.
- Managing internal and external legal counsel services for contract reviews and agreement evaluations with stakeholders, aligning with fiscal law and governance standards.
- Advising on legal aspects of employment, procurement, and financial activities in project design and implementation.
- Helping the Director monitor MCA-Malawi II activities for legal compliance and risk management.
- Assist in the Development of policies and practices to promote an ethical, transparent, and accountable organizational culture.
- Provide specialized legal expertise and guidance on all legal aspects of the Increased Land Productivity Project and the Accelerated Growth Corridors Project under the MCA-Malawi II Compact, including land tenure, property rights, taxation, and regulatory compliance.
- Collaborating with project teams to ensure legal requirements are integrated into project planning and execution phases.
- Conducting regular legal training sessions for MCA-Malawi II staff to enhance legal awareness and ensure compliance across all departments.
- Participating in negotiation sessions involving MCA-Malawi II contracts to provide legal insights and safeguard MCA-Malawi II interests.
- Reviewing and advising on intellectual property issues, ensuring the MCA-Malawi II's assets and innovations are legally protected.
- Liaising with regulatory bodies to stay abreast of changes in laws that may impact MCA-Malawi II's operations and strategies.
- Supporting the legal aspects of environmental and social governance within MCA-Malawi II projects, ensuring sustainability and compliance with international standards.

- Providing support in resolving disputes through mediation or alternative dispute resolution methods before escalating to litigation.
- Assist in resolving legal disputes and conflicts, providing legal representation and negotiation support when necessary.
- Assisting in the preparation and submission of legal documents required by government agencies or partners.

Education

- Bachelor's degree in law or equivalent legal qualification.
- Valid practicing licence.

Experience

- Minimum of five (5) years' post qualification experience in practicing law including provision of legal advice and legal representation.
- Knowledge of, and experience with, both international law and the laws of Malawi encompassing a diverse range of legal issues, including contract, corporate, construction, employment, tax, and procurement laws and regulations.
- Fluency in English and Chichewa (both written and spoken) is required.

9. Administration Assistant

Position Objective

The Administration Assistant plays a vital role in supporting the Human Resources and Administration Manager in achieving the organization's strategic goals. This role involves working closely with the Manager to ensure smooth operation of daily tasks, facilitating effective communication, and providing robust administrative support. This position is pivotal in organizing activities, managing information flow, and ensuring administrative processes are conducted efficiently to support the overarching goals of the organization.

Duties and Responsibilities

- Oversee office operations to ensure an organized and efficient work environment by monitoring inventory and supply needs for timely procurement.
- Develop and implement secure and accessible systems for managing and maintaining both physical and digital documents.
- Ensure well-maintained office facilities by coordinating with service providers for repairs and upgrades.
- Ensure adherence to MCC and local regulatory guidelines through accurate record-keeping and documentation.
- Serve as a point of contact with external vendors, managing contracts and service agreements while ensuring timely service delivery.

- Provide administrative support to project teams and departments to foster a collaborative and productive work environment.
- Perform other administrative tasks and special projects, as assigned by the Director of Administration and Finance and the Human Resources and Administration Manager, to support the effective functioning of MCA-Malawi II.

Education

- Diploma in Administration, Procurement, Management or related field is required, additional education or certification in office administration or related field preferred.

Experience

- Minimum of three (3) years of experience in executing administration and/or executive support functions.
- Have strong computer skills with proficiency in the use of common Microsoft Office applications (Word, Excel, and PowerPoint) or similar office suit.
- Excellent written and verbal communication skills in English, including writing professional emails to a variety of audiences.
- Experience working with international organizations or donors a plus.
- Proficiency in English, both written and spoken is required.

How to apply

Applications for these positions should be sent to: recruitment@mca-malawi2.gov.mw

Applications should be accompanied by the following documents:

1. Curriculum vitae containing detailed work experience.
2. Cover letter confirming interest and availability.
3. Soft copies of education and professional certificates (if available).

The closing date for receiving applications is **28th June 2024**. Please note that only applications received through recruitment@mca-malawi2.gov.mw will be considered. Any applications received through other channels will not be considered. Only shortlisted applicants will be contacted for interviews. Interested applicants should indicate the position title in the subject line of the email.