



MALAWI ELECTORAL COMMISSION

JOB VACANCY

The Malawi Electoral Commission (MEC) invites applications from suitably qualified persons of Malawi origin to fill the following vacant positions:

- 1. POSITION : SENIOR PROCUREMENT OFFICER**
GRADE : C5
REPORTING TO : PROCUREMENT MANAGER
LOCATION : MEC HEADQUARTERS, BLANTYRE

Main Purpose of the Job

- To efficiently manage the procurement and disposal activities of the Procuring and Disposing Entity;
- To ensure all procurement and disposal activities are conducted in compliance with the Public Procurement and Disposal of Public Assets Legal Framework of the Republic of Malawi. requirements while adopting best practice;
- To efficiently and effectively manage the subordinate staff in the Procurement and Disposal Unit to ensure that the deadlines are met and standards are maintained.

DUTIES AND RESPONSIBILITIES

Planning

- Prepare an overall Annual Procurement and Disposal Plan based on the Procuring and Disposing Entity's approved annual budget;
- Plan Procurement and Disposal activities, allocating tasks and resources to officers as required to meet the requirements of the User Department;
- Assess individual Procurement and Disposal plans for specific procurement and disposal assignments against the annual plan.

Financial

- Preparing budget estimates and forecasts for the Procurement and Disposal Unit.
- Report on variances, trends and risk areas;

Professional Standards

- Ensure prompt and effective action in response to User Department.
- Preparing bidding documents and managing complex tendering processes
- Undertake evaluation of major and complex tenders,
- Preparing evaluation reports to the standard required by the Procurement and Disposal legal framework for presentation to the Internal Procurement and Disposal Committee and PPDA
- Manage negotiations with suppliers in line with the Public Procurement and Disposal of Public Assets;
- Managing contracts to ensure delivery of goods/services/works are performed in accordance with the contract terms;
- Monitor supplier performance, record and report poor supplier contract performance.
- Providing technical advice to the Internal Procurement and Disposal Committee and Bid Evaluation Teams
- Preparing minutes of the Internal Procurement and Disposal Committee Meeting
- Check and verify that all necessary action is completed prior to closing files for archiving
- Coordinate as necessary, the production and submission of procurement quarterly reports to the Public Procurement and Disposal of Public Assets Authority(PPDA).

Management

- Manage the day to day interface between User Department and the Procurement and Disposal Unit;
- Deploy good interpersonal skills to assist in the achievement of a high level of interdepartmental liaison and co-operation in order to achieve efficient operations of the Procurement and Disposal Unit;

- Preparation of Procurement Reports for Management as well as Finance and Administration Commission Committee
- Ensure safe keeping of records for ease of retrieval for ease of reference and audit purposes

Resource Development

- Manage subordinate staff, assessing their abilities, setting targets and monitoring their performance, identify and recommend their training needs the Procurement Manager;
- Ensure that plans of action, targets and reviews for each member of staff are in place to regularly monitor their career progression and development;
- Contribute fully to maintain effective teamwork and discipline in the Procurement and Disposal Unit in order to promote sound working relationships and productivity;
- Ensure that subordinate staff understand and adhere to the Public Procurement and Disposal of Public Assets Legal Framework and procedures.
- Any other duties that may be assigned by the Procurement Manager

QUALIFICATION AND WORK EXPERIENCE

The candidate must meet the following minimum requirements:

- Bachelor's Degree in Procurement and Logistics Management, Business Administration OR Graduate Diploma of the Chartered Institute of Purchasing and Supply (CIPS) or equivalent professional qualification in Procurement and Supply Chain Management;
- Those with Master's degree in Procurement, Logistics and Supply Chain Management or Masters in Business Administration shall have an added advantage.
- Minimum of 5 years' work experience in Public Procurement at a busy institution
- Sound knowledge of Public Procurement and Disposal of Public Assets Legal Framework
- Good working knowledge of MS Office application (Word, Excel), email and able to easily navigate the Internet. Those with experience in IFMIS and SAGE computer packages will have an added advantage.

- Ability to work under pressure
- A Registered member of the Malawi Institute of Procurement and Supply
- Be of High Integrity and willing to implement ethical practices

2. POSITION : PROCUREMENT OFFICER
GRADE : C6
REPORTING TO : SENIOR PROCUREMENT OFFICER
LOCATION : MEC HEADQUARTERS, BLANTYRE

Under the overall guidance of the Procurement Manger and direct supervision of the Senior Procurement Officer, the Procurement Officer is responsible for effective management of daily Procurement and Disposal Activities of the Malawi Electoral Commission. Specific responsibilities and duties include, but are not limited to:

DUTIES AND RESPONSIBILITIES

- Assisting in Preparation of Annual Budget Estimates for the Procurement and Disposal Unit
- Assist in consolidation of User Department's Procurement and Disposal requirements and preparation of Annual Procurement and Disposal Plans
- Preparation of Request for Quotations, Request for Proposals and Tender Solicitation Documents
- Management of procurement transactions and tendering processes.
- Conducting Bid Evaluations and preparation of Evaluation Reports for Submission to the IPDC
- Assist with preparation of Internal Procurement and Disposal Committee meeting minutes
- Preparation of Contract Documents
- Management of Procurement and Disposal Contracts to ensure that goods/works/services are delivered in accordance with contract terms and conditions
- Ensuring that procurement files are properly maintained and up to date
- Ensuring timely preparation of procurement quarterly report for Submission to PPDA
- Perform other related duties as may be assigned from time to time

DESIRABLE QUALITIES AND COMPETENCIES

- Able to uphold and respect procurement ethics and to conduct activities with integrity.
- A team player who demonstrates patience, flexibility and honesty.
- Be willing and able to meet tight deadlines and work long hours when required.
- A self-starter, who is able to plan and manage his/her own work, take initiatives and strive to meet deadlines.

QUALIFICATION AND WORK EXPERIENCE

The candidate must meet the following minimum qualifications:

- Bachelor's Degree in Procurement and Logistics, Business Administration or a Chartered Institute of Procurement and Supply(CIPS) Graduate Diploma
- At least 3 years work experience Public Procurement
- Be Conversant with Public Procurement and Disposal of Public Assets Legal Framework
- Good working knowledge of MS Office application (Word, Excel), email and able to easily navigate the Internet
- A Registered member of the Malawi Institute of Procurement and Supply
- Those with knowledge of IFMIS and SAGE Computer Packages will have an added advantage

3. POSITION : ASSISTANT PROCUREMENT OFFICER
GRADE : C7
REPORTING TO : SENIOR PROCUREMENT OFFICER
LOCATION : MEC HEADQUARTERS, BLANTYRE

Under the overall guidance of the Procurement Manger and direct supervision of the Senior Procurement Officer, the Assistant Procurement Officer is responsible for effective delivery of procurement services to Malawi Electoral Commission. Specific responsibilities and duties include, but are not limited to;

RESPONSIBILITIES

- Assisting in preparation of Request for Quotation and co-ordination of their timely dispatch.
- Assisting in evaluation of quotations in preparedness for IPDC Meeting
- Preparation of Local Purchase Orders
- Assisting the Procurement Officer in maintaining current and up to date Procurement files
- Assist in contract administrative processes
- Preparation of Procurement Quarterly reports for submission to PPDA
- Assist with tender administration and tender opening proceedings
- Assist in coordinating with User Departments to ensure correctness of description of requirements and technical specification;
- Perform any other duties that may be assigned from time to time.

DESIRABLE QUALITIES AND COMPETENCIES

- Able to uphold and respect procurement ethics and to conduct activities with integrity.
- A team player who demonstrates patience, flexibility and honesty.
- Be willing and able to meet tight deadlines and work long hours when required.
- Able to plan and manage his/her own work, takes initiative and strives to meet deadlines.

QUALIFICATION AND EXPERIENCE

- Advanced Diploma in Procurement and Supply from the Chartered Institute of Procurement and Supply(CIPS), Level 5 or its equivalent
- 2 years work experience in procurement with at least one-year experience in Public Procurement
- Good working knowledge of MS Office application (Word, Excel), email and able to easily navigate the Internet
- A Registered member of the Malawi Institute of Procurement and Supply

METHOD OF APPLICATION: Applications can be sent through an email to ceo@mec.org.mw. Physical applications should be clearly marked on the envelope with title of the position applied for. Interested and qualified candidates should submit their application letters and curriculum vitae with names and addresses of at least three traceable referees to the following address by **4:30pm on 7th June, 2021.**

The Chief Elections Officer
Malawi Electoral Commission
Private Bag 113
BLANTYRE
ceo@mec.org.mw

Only shortlisted candidates will be acknowledged. The Malawi Electoral Commission is an equal opportunities Employer.