



ELECTORAL COMMISSION

VACANCY

CHIEF ELECTIONS OFFICER

The Electoral Commission (the Commission) is a body corporate created under Section 75(1) of the Constitution of the Republic of Malawi, to supervise, direct and preside over the conduct of all elections in Malawi under the Parliamentary and Presidential Elections Act (cap 2.06 of the Laws of Malawi), Local Government Elections Act (cap 22.02 of the Laws of Malawi), Electoral Commission Act (Cap. 2:03 of the Laws of Malawi); and the Referendum Act of 2017.

In accordance with Section 12 of the Electoral Commission Act, the Commission seeks to appoint a suitably qualified person with relevant experience to be the Chief Elections Officer. The person shall hold office for a period of **five years** and shall be eligible to be re-appointed as Chief Elections Officer for a further period of **five years**.

The Chief Elections Officer shall be the Chief Executive Officer and Controlling Officer of the Commission responsible for the day-to-day management of the Commission subject to the general and specific directions of the Commission.

The Commission is, therefore, inviting interested and qualified candidates to submit their applications for the post not later than **24th February, 2022**, to the address below. Only shortlisted candidates will be acknowledged.

Key Roles and Responsibilities of the Position

The Chief Elections Officer shall be responsible for carrying out such duties as may be specified to him or her from time to time by the Commission.

In addition to this general responsibility, the duties of the Chief Elections Officer shall include the following:

1. Implementing the policies and decisions of the Commission as respectively formulated and arrived at from time to time, within the stipulated time frames;
2. Preparing and overseeing the preparation of background papers for conferences and Commission's meetings;
3. Coordinating the work of Commission's Committees;
4. Ensuring that suitable training and development is provided for staff to enhance their contribution to the effective and efficient operation of the Commission;
5. Drafting election reports for the consideration of the Commission;
6. Providing strategic and visionary leadership to the Commission Secretariat in order to achieve organizational objectives;
7. Being responsible for the day-to-day operations of the Commission and administration, organization, and control of all professional, technical, and administrative officers including support staff;
8. Planning, organizing, and supervising electoral activities;
9. Liaising with stakeholders on electoral matters within and outside the country;
10. Preparing reports for the Commission and other stakeholders;

11. Drafting election results for the consideration of the Commission;
12. Keeping custody of all Commission's assets;
13. Overseeing the implementation of the Commission's Strategic Plan; and
14. Performing such other work within the electoral laws as delegated by the Commission.

Requisite Academic Qualifications and Experience Desirable

1. At least a Master's Degree in any of the following: Law, Public Administration, Economics, Finance, Business Administration, Political Science or Project Management from an accredited or recognized institution of higher learning;
2. A minimum of 10 years work experience at senior managerial level;
3. Candidates with experience in the management and administration of elections at a senior level shall have an added advantage.

Other Important Personal Attributes

1. The candidate must be apolitical.
2. Mature with demonstrable reasoning and analytical skill;
3. Ability to work under pressure;
4. Good communication skills;
5. Good organizational, planning, time management and facilitation skills.

Mode of Application

Interested candidates should submit the following:

1. Application with brief details on the suitability of the candidate;
2. Up-to-date Curriculum Vitae;
3. Names of three traceable referees; and
4. Certified copies of certificates.

These documents must be submitted to the address shown below not later than **24th February, 2022**

The Chairman
Malawi Electoral Commission
Chisankho House
Private Bag 113
BLANTYRE

Email: chairman@mec.org.mw

Important Notice

The Electoral Commission is an equal opportunity employer. Women and persons with disabilities are encouraged to apply.