



## **ELECTORAL COMMISSION**

### **VACANCY**

#### **DEPUTY CHIEF ELECTIONS OFFICER (FINANCE AND ADMINISTRATION)**

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), the Electoral Commission Act (Cap. 2:03 of the Laws of Malawi); and the Referendum Act of 2017.

In accordance with section 13 of the Electoral Commission Act, the Commission seeks to appoint a suitably qualified person with relevant experience to be the Deputy Chief Elections Officer (Finance and Administration)

The Deputy Chief Elections Officer (Finance and Administration) shall hold office for a period of **five years** and shall be eligible to be re-appointed for a further period of **five years**.

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

#### **Key Roles and Responsibilities of the Position**

The employee shall be responsible to the Commission in the performance of his or her duties and shall carry out such duties as may be specified to him or her from time to time by the Chief Elections Officer in addition to such duties that go along with the nature of his or her position.

Without prejudice to the generality of the foregoing, the duties shall include to:

1. Assist the Chief Elections Officer in implementing the policies and decisions of the Commission within the decided time frames;
2. Develop and supervise the administrative and financial systems of the Commission to support the efficient and effective conduct of the duties;
3. Develop and maintain a human resources plan for the secretariat;
4. Liaise and co-ordinate with the Deputy Chief Elections Officer (Operations) in respect of all relevant matters;
5. Oversight of all aspects of the financial management of the Commission;
6. Assist the Chief Elections Officer in preparing background papers for conferences and meetings;
7. Assist the Chief Elections Officer in ensuring that suitable training and development are provided for staff to enhance their contribution to the effective and efficient operation of the Commission; and
8. Perform such other duties as delegated by the Chief Elections Officer

### **Requisite Academic Qualifications and Experience Desirable**

Candidates must have the following:

1. At least a Master's Degree in Public Administration, Business Administration, Economics, Accountancy with ACCA or CIMA;

2. A minimum of 10 years active employment at senior managerial level;
3. Proven knowledge of Financial and Management Accounting;
4. Proven excellent computer skills;
5. Excellent command of written and spoken English; and
6. Oversight knowledge of SAGE 300 and IFMIS.

### **Other Important Personal Attributes**

1. Must be apolitical.
2. Be a self-starter;
3. Have strong leadership qualities, financial discipline, good communication, social and interpersonal skills;
4. Excellent professional knowledge in the production of financial reports, planning and budgeting.

### **Mode of Application**

Interested candidates should submit the following:

1. Application with brief details on the suitability of the candidates;
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 **24<sup>th</sup> February, 2022**

The Chairman  
Malawi Electoral Commission  
Chisankho House  
Private Bag 113  
**BLANTYRE**

Email: [chairman@mec.org.mw](mailto:chairman@mec.org.mw)

### **Important Notice**

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