



ELECTORAL COMMISSION

VACANCY

DIRECTOR OF ELECTORAL SERVICES

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 Director of Electoral Services.

The Director of Electoral Services 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 **24th February, 2022**, to the address below. Only shortlisted candidates will be acknowledged.

Key Roles and Responsibilities of the Position

The Director of Electoral Services shall design, implement, manage and evaluate, electoral programmes that meet the needs of the citizenry within the confines of resources and the law.

In addition to this general role, the duties of the Director of Electoral Services shall include the following:

1. Designing the organization and implementation of voter's registration programmes;
2. Taking custody of and maintenance of up-to-date voter's roll and registers in print and electronic formats;
3. Preparing and reviewing of rules and regulations required to conduct credible elections;
4. Overseeing the training of registration and polling staff;
5. Liaising with logistics and procurement divisions to ensure supply of electoral materials and resources on time;
6. Taking part in strategic planning for elections;
7. Maintaining regular contact and consultation with political parties and partners in electoral processes;
8. Leading the development and implementation of the electoral calendar and ensuring that all required actions are timely completed;
9. Managing the demarcation and review of wards and constituency boundaries;
10. Maintaining regular liaison with the Deputy Chief Elections Officer (Operations) on the various phases of electoral process;
11. Monitoring and evaluating departmental performance.

Requisite Academic Qualifications and Experience Desirable

Candidates must have the following:

1. A Master's Degree in any of the following: Law, Public Administration, Social Science, Political Science, and Arts or any related field from an accredited and recognized institution of higher learning.
2. A minimum of 7 years work experience at senior managerial level.
3. Candidates with experience in the management and administration of elections at a senior level are desirable and shall have an added advantage.

Other Important Personal Attributes

1. 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 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 **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.