



# VACANCY

The Electricity Supply Corporation of Malawi (ESCOM) Limited is incorporated under the Companies Act of the Laws of Malawi. Its core business is to procure, transmit and distribute electric power in Malawi as well as manage System Market Operations in Malawi. ESCOM is inviting applications from suitably qualified candidates to fill the following vacant positions currently existing within the Corporation:

## 1. Procurement and Asset Disposal Officer

2 Positions

Grade : ES7  
Location : ESCOM Head Office – Procurement and Asset Disposal  
Supervised by : Procurement and Asset Disposal Manager

### Purpose of the Job

To Procure right goods and services in accordance to the Public Procurement and Disposal of Assets Act 2017

### Key Duties and Responsibilities

1. Carry out procurement of goods, works and services as planned in the procurement plan and in accordance with approved policy, regulations and process, among others:
  - Advertise the procurement processes;
  - Prepare the solicitation documents;
  - Communicate and issue tender clarifications to applicants / bidders;
  - Notify/Debrief bidders and applicants on the outcome of the evaluation processes;
  - Formulate supplier service agreements.
2. Prepare and maintain procurement records, compile procurement reports, and submit to the Procurement Manager
3. Monitor and evaluate performance of suppliers based on end user satisfaction and feedback
4. Design, review and oversee the implementation of framework contracts
5. Provide assistance, support and advice to Heads of Directorates and all user directorates in the preparation of Terms of Reference, Technical specifications, and bills of quantities and evaluation of tenders to ensure compliance with public procurement legal framework and procedures
6. Facilitating the Inspection of Goods by user departments
7. Facilitating the Inspection of Goods by user department
8. Facilitation of goods inspection by MRA and delivering cleared goods to receiving office
9. Preparing plans, writing and submitting reports



# VACANCY

## **Attributes and competencies**

- Impeccable skills in Microsoft office packages (Excel, Word, PowerPoint etc.)
- Effective verbal and written communication abilities
- The ability to manage time effectively in a high-pressure setting
- Excellent interpersonal skills
- Good Analytical Skills
- Critical-thinking and assertiveness abilities
- Detail-oriented personality
- The ability to operate effectively both independently and as part of a team

## **Minimum Qualifications and Experience**

- The ideal candidate must have a minimum qualification of a bachelor's degree in Procurement and Logistics Management, a Supply Chain Management from a recognized University.
- The applicant must also be a registered member of the Malawi Institute of Procurement and Supply (MIPS) and Chartered Institute of Procurement and Supply (CIPS).
- Applicants must have a minimum of three (3) years' practical experience



# VACANCY

## 2. Chief Accountant

2 Positions

Grade : ES5  
Location : ESCOM Head Office – Finance Directorate  
Supervised by : Director of Finance

### **Purpose of the Job**

To be responsible for directing and overseeing the Distribution Licensee comprehensive financial management, long-term financial planning, financial reporting, and revenue collection activities.

### **Key Duties and Responsibilities**

1. Providing technical leadership in all activities to foster proper and efficient collection, management of finances
2. Monitoring and ensuring timely processing payments, taxes/levy remittances and salaries; and management queries according to the established policies, procedures and the budget
3. Authorizing payments
4. Leading and monitoring implementation of financial controls, procedures, policies and plans
5. Participating in the review of computerized accounting systems; and financial controls, procedures, policies and plans.
6. Monitoring and controlling the post-paid and prepaid billing systems and Billing management processes
7. Monitoring and controlling expenditure for the Licensee to ensure compliance with approved budgets
8. Supporting and responding to internal/external audit reports and take corrective actions thereon.
9. Leading and monitoring preparation of year-end audit; production of management accounts, and variance reports
10. Maintaining capital and other expenditure reports and alert Management on over expenditure
11. Carrying out financial analysis of various business initiatives and performance
12. Leading and ensuring timely quarterly reconciliation of transactions in the billing ledger and the general ledger.
13. Leading in the preparation of annual budgets; and periodic financial reports and statements for the Licensee



# VACANCY

## **Attributes and competencies**

- Impeccable skills in Microsoft office packages (Excel, Word, PowerPoint etc.)
- Effective verbal and written communication abilities
- The ability to manage time effectively in a high-pressure setting
- Excellent interpersonal skills
- Good Analytical Skills
- Critical-thinking and assertiveness abilities
- Detail-oriented personality
- The ability to operate effectively both independently and as part of a team

## **Minimum Qualifications and Experience**

- The ideal candidate must have a minimum qualification of a Bachelor's Degree in Accounting or Finance or Auditing plus master's degree in related field or equivalent professional qualifications (CIA, ACCA, CIMA, CRM)
- Applicants must have at least seven (7) years' internal or external auditing in private or public institutions.



# VACANCY

## 3. Revenue Protection Manager

1 Position

Grade : ES5  
Location : Distribution Head Office – Revenue Protection  
Supervised by : Director of Distribution

### Purpose of the Job

To provide strategic leadership and management of Revenue Protection function to ensure that ESCOM collects maximum revenues for services dully provided and customers get high quality service, that staff are motivated to deliver at their best potential to achieve divisional and departmental goals.

### Key Duties and Responsibilities

1. Mobilizing materials and resources for planned RP activities
2. Reviewing, approving and coordinating monthly metering audit plans
3. Developing, evaluating and reviewing revenue protection strategies, systems and practices
4. Assessing and recommending new Revenue Protection technologies to ensure that ESCOM adopts technologies that are suitable and friendly to both our environment and economy.
5. Supervising contracted out services that relate to Revenue Protection
6. Participating in the Acceptance tests and the development of specifications for Revenue Protection equipment
7. Ensuring that specifications databank for Revenue Protection is up-to-date
8. Preparing periodic reports

### Attributes and competencies

- Impeccable skills in Microsoft office packages (Excel, Word, PowerPoint etc.)
- Effective verbal and written communication abilities
- The ability to manage time effectively in a high-pressure setting
- Excellent interpersonal skills
- Good Analytical Skills
- Critical-thinking and assertiveness abilities
- Detail-oriented personality
- The ability to operate effectively both independently and as part of a team

### Minimum Qualifications and Experience

- The ideal candidate must have a minimum qualification of a Bachelor's Degree in Electrical Engineering or Electronics.
- Master's in Electrical Engineering/Strategic Planning/Finance/Business Administration.
- Applicant must have 5 years' relevant work experience



# VACANCY

## 4. Assistant Testing and AMR Engineer (Graduate Trainee)

1 Position

Grade : ES8  
Location : Distribution Head Office – Revenue Protection  
Supervised by : Revenue Protection Manager

### Purpose of the Job

To manage the test lab and AMR system to ensure that ESCOM collects maximum revenues for services dully provided and customers get high quality service, that staff are motivated to deliver at their best potential to achieve divisional and departmental goals.

### Key Duties and Responsibilities

1. Monitoring testing, calibrating meters and AMR system for billing.
2. Monitoring meters on the network and provide availability report
3. Planning and scheduling of meter testing in the lab
4. Carrying out meter overhauling and recalibration
5. Carrying out meter maintenance and programming for various customers
6. Carrying out sample meter testing on new deliveries according to specification
7. Checking meter accuracy by using accuracy verifier and Upgrading of software
8. Safeguarding software keys used on MD meters
9. Testing CTs, VTs and MU and sealing meters
10. Preparing periodic report

### Attributes and competencies

- Impeccable skills in Microsoft office packages (Excel, Word, PowerPoint etc.)
- Effective verbal and written communication abilities
- The ability to manage time effectively in a high-pressure setting
- Excellent interpersonal skills
- Good Analytical Skills
- Critical-thinking and assertiveness abilities
- Detail-oriented personality
- The ability to operate effectively both independently and as part of a team

### Minimum Qualifications and Experience

- The ideal candidate must have a minimum qualification of a Bachelor's Degree in Electrical Engineering or Electronics.
- Applicant must have a minimum of 1-year Experience



# VACANCY

## 5. Assistant Revenue Protection Engineer (MD) (Graduate Trainee)

1 Position

Grade : ES8  
Location : DL-RES  
Supervised by : Senior Revenue Protection Engineer

### Purpose of the Job

To provide revenue protection activities geared at ensuring that ESCOM is duly paid for power the customers use.

### Key Duties and Responsibilities

1. Planning, coordinating and monitoring implementing periodic door to door investigations
2. Leading and carrying out meter inspections/audits to check the functioning of the meters and identify faulty meters as well as tampering of the meters
3. Carrying out MD meter audits, maintenance and faults clearing on MD equipment.
4. Carrying out Meter re-calibration and software upgrade
5. Performing MD equipment installation, commissioning and decommissioning
6. Configuring meter communication protocols
7. Facilitating timely repair and replacement of faulty meters
8. Testifying in court when required to provide evidence when suspects are being prosecuted
9. Ensuring that all customers are in the appropriate tariff category
10. Participating in the development and review of Revenue Protection strategies, systems, and practices
11. Assessing the adequacy of the current Revenue Protection measures in the region and coming up with ways of improving the service
12. Assessing and recommending new Revenue Protection technologies to ensure that ESCOM adopts technologies that are suitable and friendly to both our environment and economy.
13. Participating in the Acceptance tests and the development of specifications for Revenue Protection equipment and the development of specifications
14. Preparing periodic reports

### Attributes and competencies

- Impeccable skills in Microsoft office packages (Excel, Word, PowerPoint etc.)
- Effective verbal and written communication abilities
- The ability to manage time effectively in a high-pressure setting
- Excellent interpersonal skills
- Good Analytical Skills
- Critical-thinking and assertiveness abilities
- Detail-oriented personality
- The ability to operate effectively both independently and as part of a team



# VACANCY

## **Minimum Qualifications and Experience**

- The ideal candidate must have a minimum qualification of a Bachelor's Degree in Electrical Engineering or Electronics.
- Applicant must have a minimum of 1-year Experience





# VACANCY

## 6. Revenue Protection Technician (MD)

4 Positions

Grade : ES10  
Location : DL-RES  
Supervised by : Senior Revenue Protection Engineer

### Purpose of the Job

To provide revenue protection activities geared at ensuring that ESCOM is duly paid for power the customers use.

### Key Duties and Responsibilities

1. Carrying out meter inspections/audits to check the functioning of the meters and identify faulty meters as well as tampering of the meters
2. Carrying out MD meter maintenance and faults clearing on MD equipment.
3. Carrying out Meter re-calibration and software upgrade
4. Performing MD equipment installation, commissioning and decommissioning
5. Configuring meter communication protocols
6. Facilitating timely repair and replacement of faulty meters
7. Testifying in court when required to provide evidence when suspects are being prosecuted
8. Ensuring that all customers are in the appropriate tariff category
9. Participating in the development and review of Revenue Protection strategies, systems and practices
10. Assessing the adequacy of the current Revenue Protection measures in the region and coming up with ways of improving the service
11. Assessing and recommending new Revenue Protection technologies to ensure that ESCOM adopts technologies that are suitable and friendly to both our environment and economy.
12. Participating in the Acceptance tests and the development of specifications for Revenue Protection equipment and the development of specifications
13. Preparing periodic reports

### Attributes and competencies

- Impeccable skills in Microsoft office packages (Excel, Word, PowerPoint etc.)
- Effective verbal and written communication abilities
- The ability to manage time effectively in a high-pressure setting
- Excellent interpersonal skills
- Good Analytical Skills
- Critical-thinking and assertiveness abilities
- Detail-oriented personality
- The ability to operate effectively both independently and as part of a team



# VACANCY

## **Minimum Qualifications and Experience**

- The ideal candidate should have a minimum qualification of a Diploma in Electrical Engineering.
- Applicants must have a minimum of three (3) years' relevant experience



# VACANCY

## 7. Revenue Protection Technician (Non-Industrial)

4 Positions

Grade : ES10  
Location : DL-RES  
Supervised by : Senior Revenue Protection Technician

### Purpose of the Job

To provide revenue protection activities geared at ensuring that ESCOM is duly paid for power the customers use.

### Key Duties and Responsibilities

1. Carrying out meter inspections/audits to check the functioning of the meters and identify faulty meters as well as tampering of the meters
2. Facilitating timely repair and replacement of faulty meters
3. Testifying in court when required to provide evidence when suspects are being prosecuted
4. Ensuring that all customers are in the appropriate tariff category
5. Participating in the development and review of Revenue Protection strategies, systems and practices
6. Recommending new Revenue Protection technologies to ensure that ESCOM adopts technologies that are suitable and friendly to both our environment and economy.
7. Participating in the Acceptance tests and the development of specifications for Revenue Protection equipment and the development of specifications
8. Preparing periodic reports

### Attributes and competencies

- Impeccable skills in Microsoft office packages (Excel, Word, PowerPoint etc.)
- Effective verbal and written communication abilities
- The ability to manage time effectively in a high-pressure setting
- Excellent interpersonal skills
- Good Analytical Skills
- Critical-thinking and assertiveness abilities
- Detail-oriented personality
- The ability to operate effectively both independently and as part of a team

### Minimum Qualifications and Experience

- The ideal candidate should have a minimum qualification of a Diploma in Electrical Engineering.
- Applicants must have a minimum of three (3) years' relevant experience



# VACANCY

## 8. Legal Services Manager

1 Position

Grade : ES5  
Location : Distribution Licensee Head Office – Legal Services  
Supervised by : Director of Distribution

### Purpose of the Job

To provide legal support, litigation and advisory services to the Licensee and ensure compliance with legal and regulatory framework Management and staff.

### Key Duties and Responsibilities

1. Oversee and coordinate all legal services being undertaken on behalf of the Licensee by both in-house and external Counsel.
2. Conduct civil and criminal litigation on behalf of the Licensee or other Licensees/Corporate Head Office whenever required
3. Represent the Corporation at arbitration hearings before quasi-judicial bodies
4. Coordinate the complaints-handling system relating to public liability claims, including the provision of legal advice in the conduct and disposal of such claims
5. Provide legal support in drafting and vetting of agreements, MoUs, policies, and contracts for the Licensee
6. Conduct awareness to staff and other stakeholders on all regulatory and compliance issues
7. Provide legal advice and opinion on legal and regulatory issues affecting the Licensee
8. Set up systems to ensure compliance with statutory requirements
9. Evaluate the impact of evolving legal/statutory/regulations on the Licensee's/Corporation's operations
10. Participate in the negotiation of contracts, including Power Purchase Agreements on behalf of the Licensee or the Corporation
11. Facilitate the annual legal audit processes pertaining to the Licensee's legal services
12. Prepare periodic reports

### Attributes and competencies

- Impeccable skills in Microsoft office packages (Excel, Word, PowerPoint etc.)
- Effective verbal and written communication abilities
- The ability to manage time effectively in a high-pressure setting
- Excellent interpersonal skills
- Good Analytical Skills
- Critical-thinking and assertiveness abilities
- Detail-oriented personality
- The ability to operate effectively both independently and as part of a team



# VACANCY



## **Minimum Qualifications and Experience**

- The ideal candidate must have a minimum qualification of a Bachelor's Degree in Law from an accredited institution
- Master's Degree in Law from an accredited institution
- Possession of a valid practicing License
- Applicant must have 5 years' experience as a legal practitioner



# VACANCY

## 9. Legal Services Officer

3 Positions

Grade : ES7  
Location : Distribution Licensee Head Office – Legal Services  
Supervised by : Senior Legal Services Officer

### Purpose of the Job

To provide legal support, litigation and advisory services to the Licensee and ensure compliance with legal and regulatory framework Management and staff.

### Key Duties and Responsibilities

1. Represent the Licensee and the Corporation in courts of law, at arbitration, hearings, and in all matters before quasi-Judicial bodies
2. Provide advice on matters relating to statutory compliance by the Licensee and Corporation
3. Process public liability claims in liaison with the insurance section
4. Conduct legal research and prepare legal opinions on various matters
5. Participate in negotiations and drafting of national, regional, and international Power Purchase Agreements
6. Draft and/or review legal contracts and monitor legal obligations under such contracts
7. Prepare periodic reports

### Attributes and competencies

- Impeccable skills in Microsoft office packages (Excel, Word, PowerPoint etc.)
- Effective verbal and written communication abilities
- The ability to manage time effectively in a high-pressure setting
- Excellent interpersonal skills
- Good Analytical Skills
- Critical-thinking and assertiveness abilities
- Detail-oriented personality
- The ability to operate effectively both independently and as part of a team

### Minimum Qualifications and Experience

- The ideal candidate must have a minimum qualification of a Bachelor's Degree in Law from an accredited institution
- Possession of a valid practicing License
- Applicant must have 3 years' practical experience in a related field in a busy environment.



# VACANCY

## 10. Control Engineer

1 Position

Grade : ES7  
Location : SMO Licensee – Systems Operations  
Supervised by : Senior Control Engineer  
Direct Supervisee(s): Control Centre Office Assistant

### Purpose of the Job

To monitor and control generation and transmission of electric energy

### Key Duties and Responsibilities

1. Implementing all scheduled and emergency outages i.e. execute switching operations in one (1) hour or less
2. Preparing and following proper and timely switching procedures (switching programs, instructions and load shedding programs).
3. Executing power system restoration process according to outlined system restoration procedures.
4. Recording of all major system events, switching activities of transmission lines, transformers, load shedding, generators, etc. on the SI sheet.
5. Inspection of defects in the Control Centre and populate defects for all manned substations.
6. Coordinating real-time market operational contingency issues with EGENCO, TL, DL and all market participants in the wholesale electricity market according to the Grid Code and Market Rules.
7. Managing voltage profile throughout the entire integrated power system as per policy ( $\pm 10\%$  of the nominal voltage).
8. Managing and regulating the system frequency at  $50\text{Hz} \pm 2.5\%$ .
9. Monitoring and managing real time system risks (system stability and pre-emptive action taken where necessary).
10. Ensuring speedy and accurate restoration of the system restoration after interruption.
11. Compiling and submitting bulletin, MTRR, quarterly reports, actual load shedding quantities and system updates.
12. Providing real time information on the status of the power system using SCADA and Conducting Senior Authorization Tests for Operational Staff.
13. Promptly communicating all major system events related to M&SOM, PRO, SB, TL, DL, EGENCO, and IPPs.
14. Timely broadcasting SMO system update and NCC bulletin on daily basis.



# VACANCY

## Attributes and competencies

- Impeccable skills in Microsoft office packages (Excel, Word, PowerPoint etc.)
- Effective verbal and written communication abilities
- The ability to manage time effectively in a high-pressure setting
- Excellent interpersonal skills
- Good Analytical Skills
- Critical-thinking and assertiveness abilities
- Detail-oriented personality
- The ability to operate effectively both independently and as part of a team

## Minimum Qualifications and Experience

- The ideal candidate must have a minimum qualification of a Bachelor's in Electrical Engineering
- Applicant must have 3 years' relevant work experience
- Registered Engineer or towards achieving Professional Engineering Registration





# VACANCY

## 11. Assistant Control Engineer (Graduate Trainee)

1 Position

Grade : ES8  
Location : SMO Licensee – Systems Operations  
Supervised by : Senior Control Engineer

### Purpose of the Job

To assist the Senior Control Engineer to monitor and control generation and transmission of electric energy.

### Key Duties and Responsibilities

1. Implementing all scheduled and emergency outages i.e. execute switching operations in one (1) hour or less
2. Preparing and following proper and timely switching procedures (switching programs, instructions and load shedding programs).
3. Recording of all major system events, switching activities of transmission lines, transformers, load shedding, generators, etc. on the SI sheet.
4. Inspection of defects in the Control Centre and populate defects for all manned substations.
5. Ensuring adequate spinning reserve as per policy (at least 10MW).
6. Managing voltage profile throughout the entire integrated power system as per policy ( $\pm 10\%$  of the nominal voltage).
7. Managing and regulating the system frequency at  $50\text{Hz} \pm 2.5\%$ .
8. Monitoring and managing real time system risks (system stability and pre-emptive action taken where necessary).
9. Compiling and submitting bulletin, MTRR, quarterly reports, actual load shedding quantities and system updates.
10. Providing real time information on the status of the power system using SCADA.
11. Timely broadcasting SMO system update and NCC bulletin on daily basis.
12. Effectively follow proper handover procedures when assuming and relaying shifts, i.e. recording in hardcover.

### Attributes and competencies

- Impeccable skills in Microsoft office packages (Excel, Word, Excel etc.)
- Effective verbal and written communication abilities
- The ability to manage time effectively in a high-pressure setting
- Excellent interpersonal skills
- Good Analytical Skills
- Critical-thinking and assertiveness abilities
- Detail-oriented personality
- The ability to operate effectively both independently and as part of a team



# VACANCY



## Minimum Qualifications and Experience

- The ideal candidate must have a minimum qualification of a Bachelor's in Electrical Engineering
- Registered Engineer or towards achieving Professional Engineering Registration
- Applicant must have a minimum of 1-year Experience.



# VACANCY

## 12. Operational Planning Engineer

1 Position

Grade : ES7  
Location : SMO Licensee – Systems Operations  
Supervised by: Senior Operational Planning Engineer

### Purpose of the Job

To be responsible for operational direction and coordination to ensure economic dispatch, safety of personnel and plant and security of the Interconnected Power System

### Key Duties and Responsibilities

1. Manage and update outage schedules for plant on the system
2. Draw a Consolidated Maintenance Schedule for all GENCOs and Transmission Licensee
3. Coordinate outages, predict impact of outages on the Grid, and ensure system security during critical outages
4. Advise authorities on results of system studies
5. Coordinate and conduct Senior Authorisation Training and Testing of Operators on the ESCOM System
6. Enforce ESCOM Safety rules
7. Monitoring and reporting system defects
8. Performing network reconfiguration to ensure System Security during outages
9. Analyse impact of outages on system; and dispatch execution after major outages for planning purposes
10. Liaising with National Control Centre on outage management
11. Update and review Restoration Plans for the System and parts of the System
12. Constantly engage Market Players to ensure compliance with the Malawi Grid Code and resolve Interconnected Power System challenges
13. Coordinate commissioning switching schedules and collect and update data on new plant/equipment

### Attributes and competencies

- Impeccable skills in Microsoft office packages (Excel, Word, PowerPoint etc.)
- Effective verbal and written communication abilities
- The ability to manage time effectively in a high-pressure setting
- Excellent interpersonal skills
- Good Analytical Skills
- Critical-thinking and assertiveness abilities
- Detail-oriented personality
- The ability to operate effectively both independently and as part of a team



# VACANCY



## **Minimum Qualifications and Experience**

- The ideal candidate must have a minimum qualification of a Bachelor's in Electrical Engineering
- Applicant must have 3 years' relevant work experience
- Registered Engineer or towards achieving Professional Engineering Registration



# VACANCY

## 13. Senior Control Engineer

1 Position

Grade : ES6  
Location : DL-RES  
Supervised by: Planning and Operations Manager

### Purpose of the Job

To ensure distribution system control services in the regions are provided adequately to ensure optimal security and availability of the electricity distribution system

### Key Duties and Responsibilities

1. Monitoring and controlling distribution system parameters
2. Coordinating and the power distribution system under routine and emergency operating conditions
3. Facilitating the updating the mimic diagram for submission to the Drawing office
4. Carrying out manual dressing on the mimic diagram to indicate switch openings
5. Preparing load shedding program in consultation with Senior Control Engineer
6. Carrying out system studies, planning and contingency analysis
7. Analyzing trips/disturbances and facilitating immediate remedial measures.
8. Issuing instructions and permits to carry out maintenance on equipment
9. Booking and assessing the feasibility of an outage on high voltage lines and underground cables
10. Tracing and rectifying faults on the HV overhead line and the underground cables
11. Communicating to the relevant authorities of major events affecting the power system
12. Conducting switching operations for outages and load shedding
13. Preparing daily and monthly reports on the distribution power system performance

### Attributes and competencies

- Impeccable skills in Microsoft office packages (Excel, Word, PowerPoint etc.)
- Effective verbal and written communication abilities
- The ability to manage time effectively in a high-pressure setting
- Excellent interpersonal skills
- Good Analytical Skills
- Critical-thinking and assertiveness abilities
- Detail-oriented personality
- The ability to operate effectively both independently and as part of a team



# VACANCY

## Minimum Qualifications and Experience

- The ideal candidate must have a minimum qualification of a Bachelor's degree in Electrical Engineering
- Applicant must have 4 years' experience at Control Engineer level
- Registered Engineer or towards achieving Professional Engineering Registration



# VACANCY

## 14. Assistant Control Engineer (Graduate Trainee)

7 Positions

Grade : ES8  
Location : DL-RES  
Supervised by: Senior Control Engineer

### Purpose of the Job

To provide distribution system control services to ensure security of the system, employees and the public.

### Key Duties and Responsibilities

1. Monitoring and controlling distribution system parameters
2. Coordinating the power distribution system under routine and emergency operating conditions
3. Updating the mimic diagram for submission to the Drawing office
4. Carrying out manual dressing on the mimic diagram to indicate switch openings
5. Preparing load shedding program in consultation with Senior Control Engineer
6. Carrying out system studies, planning and contingency analysis
7. Analyzing trips/disturbances and facilitating immediate remedial measures.
8. Booking and assessing the feasibility of an outage on high voltage lines and underground cables
9. Tracing and rectifying faults on the HV overhead line and the underground cables
10. Communicating to the relevant authorities of major events affecting the power system
11. Conducting switching operations for outages and load shedding
12. Preparing daily and monthly reports on the distribution power system performance

### Attributes and competencies

- Impeccable skills in Microsoft office packages (Excel, Word, Excel etc.)
- Effective verbal and written communication abilities
- The ability to manage time effectively in a high-pressure setting
- Excellent interpersonal skills
- Good Analytical Skills
- Critical-thinking and assertiveness abilities
- Detail-oriented personality
- The ability to operate effectively both independently and as part of a team



# VACANCY

## Minimum Qualifications and Experience

- The ideal candidate must have a minimum qualification of a Bachelor's degree in Electrical Engineering
- Applicant must have a minimum of 1-year experience





# VACANCY

## 15. Senior Protection and System Security Engineer

1 Position

Grade : ES6  
Location : TL – System Protection  
Supervised by: Chief Engineer System Protection

### Purpose of the Job

To provide technical solutions and guidance for Protection system of the utility network in the region.

### Key Duties and Responsibilities

1. Overseeing the provision of protection and system security services to the Corporation through protection and control equipment in the region.
2. Contribute towards the formulation and review of the Corporations long term strategic plans.
3. Installing and maintaining of protection equipment, and rectification of protection-related faults
4. Implementing technical plans for installation, operation and maintenance of security and protection system
5. Planning and recommending protection network expansion in the region
6. Consolidating data from the Protection Engineers to come up with one Maintenance schedule to be used for preventive maintenance annually
7. Reviewing the maintenance schedule to ascertain if targets are being met and if not investigate the reasons and comes up with possible ways of addressing the problem in the next quarter
8. Designing protection schemes for new installations and studies to ensure that the entire power system is adequately protected against faults at all times
9. Preparing periodic reports

### Attributes and competencies

- Impeccable skills in Microsoft office packages (Excel, Word, PowerPoint etc.)
- Effective verbal and written communication abilities
- The ability to manage time effectively in a high-pressure setting
- Excellent interpersonal skills
- Good Analytical Skills
- Critical-thinking and assertiveness abilities
- Detail-oriented personality
- The ability to operate effectively both independently and as part of a team



# VACANCY



## **Minimum Qualifications and Experience**

- The ideal candidate must have a minimum qualification of a Bachelor of Science Degree in Electrical and Electronics Engineering
- Applicant must have 4 years work experience at engineer level
- Registered Engineer or towards achieving Professional Engineering Registration



# VACANCY

## 16. Protection and System Security Engineer

1 Position

Grade : ES7  
Location : TL – System Protection  
Supervised by: Senior Protection and System Security Engineer

### Purpose of the Job

To provide technical solutions and guidance for Protection system of the utility network in the region

### Key Duties and Responsibilities

1. Installing and maintaining of protection equipment, and rectification of protection-related faults
2. Implementing technical plans for installation, operation and maintenance of security and protection system
3. Planning and recommending protection network expansion in the region
4. Consolidating data from the Protection Engineers to come up with one Maintenance schedule to be used for preventive maintenance annually
5. Reviewing the maintenance schedule to ascertain if targets are being met and if not investigate the reasons and comes up with possible ways of addressing the problem in the next quarter
6. Designing protection schemes for new installations and studies to ensure that the entire power system is adequately protected against faults at all times
7. Preparing periodic reports

### Attributes and competencies

- Impeccable skills in Microsoft office packages (Excel, Word, PowerPoint etc.)
- Effective verbal and written communication abilities
- The ability to manage time effectively in a high-pressure setting
- Excellent interpersonal skills
- Good Analytical Skills
- Critical-thinking and assertiveness abilities
- Detail-oriented personality
- The ability to operate effectively both independently and as part of a team

### Minimum Qualifications and Experience

- Bachelor of Science Degree in Electrical and Electronics Engineering
- Applicant must have 3 years' work experience in similar work
- Registered Engineer or towards achieving Professional Engineering Registration



# VACANCY

## 17. Senior Projects Engineer

1 Position

Grade : ES6  
Location : Planning and Development Directorate  
Supervised by: Chief Projects Engineer

### Purpose of the Job

To ensure effective and efficient planning and implementation of major and minor infrastructure development works for ESCOM, including assisting in the preparation of procurement documents for local and international procurement processes and with a bias towards mechanical engineering works.

### Key Duties and Responsibilities

1. Plan, lead implementation and provide daily monitoring of projects
2. Provide technical oversight for implementation planning for new power development projects, rehabilitation or refurbishment works and other major maintenance projects, inclusive of providing guidance and assistance in the preparation of procurement documents
3. Carry out technical and financial appraisal of civil, electrical and mechanical rehabilitation or refurbishment, modification or modernisation projects and also new developments
4. Provide technical oversight in the implementation planning and execution of civil, electrical & mechanical engineering related maintenance activities
5. Provide general advice to the Licensee and the Corporation on issues related to implementation of engineering works
6. Prepare periodic reports

### Attributes and competencies

- Impeccable skills in Microsoft office packages (Excel, Word, PowerPoint etc.)
- Effective verbal and written communication abilities
- The ability to manage time effectively in a high-pressure setting
- Excellent interpersonal skills
- Good Analytical Skills
- Critical-thinking and assertiveness abilities
- Detail-oriented personality
- The ability to operate effectively both independently and as part of a team

### Minimum Qualifications and Experience

- The ideal candidate must have a minimum qualification of a Bachelor's Degree in Electrical/Mechanical/Civil Engineering from a recognised institution
- Applicant must have 4 years' relevant work experience

- Registered Engineer or towards achieving Professional Engineering Registration



# VACANCY

## 18. Projects Engineer (Electrical)

1 Position

Grade : ES7  
Location : Planning and Development Directorate  
Supervised by: Senior Projects Engineer

### Purpose of the Job

To ensure effective and efficient planning and implementation of major and minor infrastructure development works for ESCOM, including assisting in the preparation of procurement documents for local and international procurement processes and with a bias towards mechanical engineering works.

### Key Duties and Responsibilities

1. Plan, lead implementation and provide daily monitoring of projects
2. Provide technical oversight for implementation planning for new power development projects, rehabilitation or refurbishment works and other major maintenance projects, inclusive of providing guidance and assistance in the preparation of procurement documents
3. Carry out technical and financial appraisal of civil, electrical and mechanical rehabilitation or refurbishment, modification or modernisation projects and also new developments
4. Provide technical oversight in the implementation planning and execution of civil, electrical & mechanical engineering related maintenance activities
5. Provide general advice to the Licensee and the Corporation on issues related to implementation of engineering works
6. Prepare periodic reports

### Attributes and competencies

- Impeccable skills in Microsoft office packages (Excel, Word, PowerPoint etc.)
- Effective verbal and written communication abilities
- The ability to manage time effectively in a high-pressure setting
- Excellent interpersonal skills
- Good Analytical Skills
- Critical-thinking and assertiveness abilities
- Detail-oriented personality
- The ability to operate effectively both independently and as part of a team

### Minimum Qualifications and Experience

- The ideal candidate must have a minimum qualification of a Bachelor's Degree in Electrical/Mechanical/Civil Engineering from a recognised institution
- Applicant must have 3 years' relevant work experience

- Registered Engineer or towards achieving Professional Engineering Registration



# VACANCY

## 19. Projects Engineer (Structural and Services)

1 Position

Grade : ES7  
Location : Planning and Development Directorate  
Supervised by: Senior Projects Engineer (Structural and Services)

### Purpose of the Job

To ensure effective and efficient planning and implementation of major and minor infrastructure development works for ESCOM, including assisting in the preparation of procurement documents for local and international procurement processes and with a bias towards mechanical engineering works.

### Key Duties and Responsibilities

1. Plan, lead implementation and provide daily monitoring of projects
2. Provide technical oversight for implementation planning for new power development projects, rehabilitation or refurbishment works and other major maintenance projects, inclusive of providing guidance and assistance in the preparation of procurement documents
3. Monitor correct operation of all mechanical structures and assisting in the initiation of routine and major maintenance of the same to enhance/sustain performance
4. Carry out technical and financial appraisal of civil, electrical and mechanical rehabilitation or refurbishment, modification or modernisation projects and also new developments
5. Provide technical oversight in the implementation planning and execution of civil, electrical & mechanical engineering related maintenance activities
6. Provide general advice to the Licensee and the Corporation on issues related to implementation of engineering works
7. Prepare periodic reports

### Attributes and competencies

- Impeccable skills in Microsoft office packages (Excel, Word, PowerPoint etc.)
- Effective verbal and written communication abilities
- The ability to manage time effectively in a high-pressure setting
- Excellent interpersonal skills
- Good Analytical Skills
- Critical-thinking and assertiveness abilities
- Detail-oriented personality
- The ability to operate effectively both independently and as part of a team





# VACANCY

## Minimum Qualifications and Experience

- The ideal candidate must have a minimum qualification of a Bachelor's Degree in Electrical/Mechanical/Civil Engineering from a recognised institution
- Applicant must have 3 years' relevant work experience
- Registered Engineer or towards achieving Professional Engineering Registration



# VACANCY

## 20. Senior Human Resource Officer (PMS and Remuneration)

1 Position

Grade : ES6  
Location : HR and Administration Directorate  
Supervised by: Chief Human Resource Officer

### Purpose of the Job

To coordinate and facilitate the implementation of the Performance Management System (PMS) and its alignment to Corporation's business objectives.

### Key Duties and Responsibilities

1. Supporting the development, review and implementation of PMS policies, plans, programmes, strategies and procedures including budgets
2. Providing technical advice on performance management matters to management and staff;
3. Facilitating the formulation of performance agreements and appraisals;
4. Identifying employees' performance gaps and recommend appropriate interventions;
5. Planning and managing implementation of performance management activities;
6. Providing induction on performance management to managers, supervisors and staff;
7. Managing performance management information system;
8. Monitoring and fostering adherence to Corporation's performance management calendar;
9. Preparing performance management reports;
10. Servicing relevant PMS and remuneration committees;
11. Monitoring and evaluating PMS activities in the Corporation
12. Monitoring the ongoing administration of remuneration policies including salary packaging
13. Monitoring and ensuring the accuracy of the calculation and payment of taxes and other wages.
14. Coordinating reviews of job grading and remuneration packages
15. Preparing periodic reports

### Attributes and competencies

- Impeccable skills in Microsoft office packages (Excel, Word, PowerPoint etc.)
- Effective verbal and written communication abilities
- The ability to manage time effectively in a high-pressure setting
- Excellent interpersonal skills
- Good Analytical Skills
- Critical-thinking and assertiveness abilities
- Detail-oriented personality
- The ability to operate effectively both independently and as part of a team



# VACANCY

## Minimum Qualifications and Experience

- The Ideal Candidate must have a Bachelor's Degree in HRM, Public Administration; Business Administration and those with Professional Body Membership will have added Advantage.
- Applicant must have at least 3 years' practical experience as a generalist Human Resources Practitioner.
- Those with Master's Degree in Human Resources Management or Business Administration is an added advantage.



# VACANCY

## 21. Human Resource Officer

1 Position

Grade : ES7  
Location : ESCOM Head Office - Human Resource and Administration  
Supervised by: Human Resource Manager

### Purpose of the Job

To provide administrative, procedural and operational support and assistance to the efficient implementation of a broad range of Human Resources functions for all categories of staff in his/her office, ensuring accurate and timely delivery that is in compliance with Corporation's HR rules and regulations.

### Key Duties and Responsibilities

1. Conducting recruitment and placement of employees
2. Supporting processing of entitlements and benefits i.e. (Medical Scheme, Car and House Loans, Gratuity, Pension and Death benefits)
3. Supporting departments in implementation of employee welfare activities
4. Supporting organization design and job classification
5. Supporting learning and capacity building
6. Tracking the performance management cycle processes, ensuring the timely distribution and enhancing the timely completion and return of appraisals
7. Managing employee disciplinary and grievances
8. Administering payroll and maintenance of employee records
9. Maintaining the allocated budget
10. Generating periodical Reports as required by the supervisor

### Attributes and competencies

- Impeccable skills in Microsoft office packages (Excel, Word, PowerPoint etc)
- Effective verbal and written communication abilities
- The ability to manage time effectively in a high-pressure setting
- Excellent interpersonal skills
- Good Analytical Skills
- Critical-thinking and assertiveness abilities
- Detail-oriented personality
- The ability to operate effectively both independently and as part of a team

### Minimum Qualifications and Experience

- The Ideal Candidate must have a Bachelor's Degree in HRM, Public Administration; Business Administration and those with Professional Body Membership will have added Advantage.
- With no less than 3 years' practical experience as a generalist HR practitioner. Knowledge of labor law and modern performance management practices is a requirement.



# VACANCY

## 22. Chief Accountant Taxation and Fixed Assets

1 Position

Grade : ES5  
Location : ESCOM Head Office – Finance Directorate  
Supervised by : Director of Finance

### Purpose of the Job

To keep track of all the corporation's fixed assets by ensuring that the Fixed Asset Register is always up to date, and that all fixed assets acquisitions, dispositions, depreciations, impairments and revaluations are properly accounted for in accordance to the corporation's prevailing policies and procedures as well as International Financial Reporting Standards.

### Key Duties and Responsibilities

1. Developing, reviewing and monitoring a system of controls, procedures, and system for recording of fixed assets
2. Monitoring and ensuring accurately and timely recording of all Fixed Asset Life-cycle transactions. i.e. Acquisition, Transfer, Impairment, Revaluations, Depreciations and Asset retirement.
3. Carrying out timely reconciliation of the fixed assets ledger
4. Ensuring all the corporation's assets are properly tagged and recorded in the Fixed Asset register for easy tracking and deterrence of theft.
5. Monitoring and ensuring timely processing payments, taxes/levy remittances and salaries; and managing queries according to the established policies, procedures and the budget
6. Conducting periodic physical counts of fixed assets and other analyses requested by Management
7. Periodic Physical Asset Verification to ascertain Asset's existence, completeness and asset status/condition
8. Promptly coordinating with all relevant internal stakeholders on best Asset Management practices ranging from asset acquisition up to its retirement
9. Effectively responding to and assisting in smooth conduct of all internal/external Audit procedures and queries.
10. Ensuring timely submission of Plant Property and Equipment (PPE) Schedules for both Management and statutory accounts preparation
11. Preparing periodic reports



# VACANCY

## Attributes and competencies

- Impeccable skills in Microsoft office packages (Excel, Word, PowerPoint etc)
- Effective verbal and written communication abilities
- The ability to manage time effectively in a high-pressure setting
- Excellent interpersonal skills
- Good Analytical Skills
- Critical-thinking and assertiveness abilities
- Detail-oriented personality
- The ability to operate effectively both independently and as part of a team

## Minimum Qualifications and Experience

- Bachelor's Degree in Accounting or Finance or Auditing plus Master's degree in related field or equivalent professional qualifications (CIA, ACCA, CIMA, CRM) with at least 7 years internal or external auditing in private or public institutions.
- Must be a registered member of Institute of Certified Accountants in Malawi (ICAM)



# VACANCY

## 23. Security Manager

1 Position

Grade : ES5  
Location : HR and Administration Directorate  
Supervised by : Director of HR and Administration

### Purpose of the Job

To ensure that ESCOM property and staff have adequate protection that guarantees their optimal safety.

### Key Duties and Responsibilities

1. Develop and implement security policies and procedures, budget, plans, and programmes
2. Facilitate outsourcing of Security services and monitoring their performance
3. Monitoring and ensuring timely maintenance of surveillance cameras and equipment, and supervising CCTV operations
4. Providing escort services to contractors and members of staff whenever necessary
5. Conducting threat assessment and integration
6. Safeguarding and updating firearms records
7. Patrolling premises regularly
8. Attending to court cases whenever required
9. Facilitating timely servicing of firearms
10. Maintaining the operation of CCTV and Biometric systems
11. Conducting and supervising investigations
12. Conduct security Systems audit
13. Reviewing security operations management systems (SOMS)

### Attributes and competencies

- Impeccable skills in Microsoft office packages (Excel, Word, PowerPoint etc.)
- Effective verbal and written communication abilities
- The ability to manage time effectively in a high-pressure setting
- Excellent interpersonal skills
- Good Analytical Skills
- Critical-thinking and assertiveness abilities
- Detail-oriented personality
- The ability to operate effectively both independently and as part of a team



# VACANCY

## Minimum Qualifications and Experience

- The Ideal Candidate must have a Bachelor's Degree in Security Studies
- Master's in Business Administration or any Business/security related field
- A clean criminal record
- Applicant must have 5 years' relevant work experience





# VACANCY

## 24. Senior Manager Technical Services

1 Position

Grade : ES4  
Location : TL – Engineering and Technical Services  
Supervised by : Director of Transmission

### Purpose of the Job

To oversee and ensure effective improvement, maintenance and protection of the transmission system for reliability and quality of supply of electricity

### Key Duties and Responsibilities

1. Providing day to day administrative supervision/management to ensure that his/her function achieves its targets
2. Developing, reviewing and providing technical leadership in the implementation of transmission maintenance and protection plans and programmes
3. Monitoring and facilitating timely execution of system planning, maintenance and operations programmes
4. Identifying, mobilizing and managing resources to achieve best performance of the function in all areas
5. Monitoring and ensuring an updated transmission lines database
6. Consolidating technical specifications for equipment and materials
7. Leading in organizing, implementation of and participating in the annual anti-vandalism awareness campaign
8. Overseeing the design of protection schemes for new installations and studies to ensure that the entire power system is adequately protected against faults at all times.
9. Developing and facilitating implementing new line designs that have anti-vandalism features
10. Participating in the formulation and review of the Corporation's plans, policies, procedures and budgets, and implementing them
11. Preparing periodic reports

### Attributes and competencies

- Impeccable skills in Microsoft office packages (Excel, Word, PowerPoint etc)
- Effective verbal and written communication abilities
- The ability to manage time effectively in a high-pressure setting
- Excellent interpersonal skills
- Good Analytical Skills
- Critical-thinking and assertiveness abilities
- Detail-oriented personality
- The ability to operate effectively both independently and as part of a team



# VACANCY

## Minimum Qualifications and Experience

- The Ideal Candidate must have a Bachelor's in Electrical Engineering
- Master's in Electrical Engineering/Strategic Planning/Finance/Business Administration.
- Applicant must have 7 years' work experience at chief engineer level.



# VACANCY

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Interested applicants should submit their applications including detailed **Curriculum Vitae and three (3) names of traceable referees by 28 July 2022, to:**

**Senior Human Resources Manager,**  
ESCOM House,  
P.O. Box 2047,  
Blantyre.

or **E-mail:** [vacancies@escom.mw](mailto:vacancies@escom.mw)

Only Shortlisted candidates will be acknowledged and invited for interviews. Please note that ESCOM Ltd is an equal opportunity employer hence female candidates are encouraged to apply.