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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. Senior ICT Manager

1 Position

Grade: ES4

Location: ESCOM Head Office – ICT Directorate

Reporting to: Director of ICT

Purpose of the Job

To deliver effective, secure and resilient Corporate ICT infrastructure that supports the corporate's organisational requirements, providing voice and data networks and ICT equipment, including servers, PCs, phones, printers and mobile devices.

Key Duties and Responsibilities

1. Contributing to the development and implementation of the ICT strategy, plans and policies
2. Designing and implementing plans to ensure ICT infrastructure meets existing and future capacity and capability requirements
3. Developing procedures and associated implementation, testing and training plans for infrastructure administration, security and data management
4. Ensuring compliance with internal and external information security requirements (i.e. Information Security Policy and Cyber Essentials), maintain awareness of latest cyber-security threats and implement security measures to minimize risk to information assets
5. Ensuring ICT systems are secure and resilient, carrying out proactive maintenance (e.g. patching) and ensuring processes and configurations are clearly documented



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documented

7. Ensuring that business continuity measures are implemented and kept up to date, including disaster recovery plans for critical systems and telephony
8. Leading the technical aspects of ICT projects, providing technical expertise and support for non-ICT projects and changes where appropriate
9. Ensuring that ICT service desk team's knowledge is kept up to date
10. Maintaining effective relationships with suppliers to secure best value for ICT goods and services, and to encourage innovative ideas to be adopted
11. Providing regular verbal and written reports to management on ICT service levels, planned maintenance, issues and data

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 and a Master's Degree in either Information Technology, Computer Engineering, Information Systems, Computer Science, or any technical related field; with seven
- (7) years relevant work experience



2. Commercial and Customer Services Manager

1 Position

Grade: ES4

Location: Distribution Licensee

Reporting to: Director of Distribution

Purpose of the Job

To oversee the support of corporate goals by designing and promoting new products and services that will support corporate and business goals such as sales, connections and customer service and to achieve growth through efficient marketing strategies.

Key Duties and Responsibilities

1. Developing and launching new products and services and carrying out sensitization campaigns for both internal and external customer consultants so that all are familiar with the product.
2. Monitoring and evaluating the performance of existing and new products
3. Negotiating contracts with third (3rd) Party service providers; seeking approvals by management, and facilitating the signing of agreements/contracts.
4. Negotiating with large investors on issues such as; new connections, charges and conditions of supply and lead times.
5. Handling large customer grievances/complaints on issues to do with policy, to ensure that swift actions are taken.
6. Handling key customer service issues that involves key customers and bodies i.e. Chamber of Commerce, Tea association
7. Reviewing and recommending prices for new connections and tariff; that includes preparing proposals and recommendations for changes to pricing policies for Executive Management approval.
8. Identifying potential areas /technologies available, in line with policies that can be implemented to achieve demand-side management efficiencies, e.g.



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changing of bulbs to clear blackouts.

9. Developing a promotion plan, conduct promotion and engage in marketing for the demand side management and energy efficiency campaigns
10. Ensuring that Customers service and new products and services meet established standards
11. Developing annual budget; monitoring its performance according to actions plans and targets for the department.
12. Participating in the strategy formulation of the whole corporation and providing inputs to assist come up with a road map for the corporation.
13. Designing and formulating Divisional Business strategies and short- and long-term sales forecast in liaison with the rest of the departments

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 in Electrical Engineering/Business Administration/ Commerce/Marketing; and a Master's in Business Administration/Commerce/Marketing; with seven (7) years' practical experience in a field in a busy environment



3. Chief ICT Officer (Hardware & Infrastructure Engineering)

1 Position

Grade: ES5

Location: ESCOM Head Office

Reporting to: ICT Manager

Purpose of the Job

To lead workers responsible for the operations of secure and highly available computing platforms, servers, and networks and overall operation and maintenance of the data centre.

Key Duties and Responsibilities

1. Developing, implementing, managing and maintaining ICT
2. infrastructure including server and network configuration, security, accessibility, connectivity, and backup.
3. Maintaining Hardware Asset Register detailing ICT equipment used by the Group,
4. and identify, analyse and manage associated information risks.
5. Identifying and taking actions to manage ICT related risks.
6. Using data to identify trends and common issues, and take appropriate actions
7. to prevent or reduce the impact of issues
8. Promoting cyber security awareness among computer users.
9. Preparing business cases and project documents for ICT infrastructure projects
10. Ensuring that the ICT Service Desk operates efficiently and effectively, providing technical support when necessary
11. Developing short- and long term planning efforts with stakeholders and IT groups.
12. Working with project managers to coordinate and plan project tasks and resources.
13. Integrating solutions with other applications and platforms based on Engineering requirements.
14. Developing new alerts and monitoring techniques based on Engineering



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requirements

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 either Information Technology, Computer Engineering, Information Systems, Computer Science, or relevant fields; with five (5) years relevant work experience.



4. Chief Human Resources Officer

1 Position

Grade: ES5

Location: ESCOM Head Office

Division: Human Resource Management

Reporting to: Human Resource Manager

Purpose of the Job

To be responsible for managing talent acquisition, motivation and retention activities to ensure efficient and effective Company operations

Key Duties and Responsibilities

1. Managing the development, review and implementation processes of HR programmes, policies, Terms and Conditions of Service as well as divisional work plans and budgets
2. Managing talent acquisition processes including sourcing, testing, interviewing, hiring and on-boarding
3. Overseeing the management of payroll, staff welfare and employee relations
4. Maintaining Human Resource Management Information System (HRMIS) and database.
5. Designing and implementing performance management system and facilitating periodic performance appraisals.
6. Providing counselling services to members of staff
7. Controlling the staff establishment by ensuring that recruitment, deployment and promotions are based on authorized establishment
8. Coordinating with relevant Government departments for necessary approvals on changes to the authorized staff establishment
9. Ensuring that employees are familiar with human resource policies, STACOs, job responsibilities as well as relevant legal and safety requirements
10. Handling investigation and resolution of employee issues, concerns and conflicts
11. Managing disciplinary processes consistent with company policy



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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 in Human Resource, Business Administration and Public Administration; with five (5) years relevant work experience.



5. Projects Engineer (Structural & Services)

1 Position

Grade: ES7

Location: ESCOM Head Office

Division: Projects

Reporting to: Senior Engineer (Structural and Services)

Purpose of the Job

To ensure effective and efficient planning and provision of structural design services related to the implementation of major and minor infrastructure development works for ESCOM, including assisting in the preparation of procurement documents for local and international procurement processes with a bias towards engineering/structural design elements

Key Duties and Responsibilities

1. Assistance in planning and provision of structural design services within the Directorate
2. Assistance in providing technical oversight for implementation planning for new infrastructure development projects, rehabilitation or refurbishment works and other major maintenance projects, inclusive of providing guidance and assistance in the preparation of procurement documents
3. Carrying out technical and financial appraisal of civil, electrical and mechanical rehabilitation or refurbishment, modification or modernization projects and also new developments with a focus on engineering/structural design elements
4. Assistance in providing technical oversight related to structural issues in the implementation planning and execution of projects.
5. Support in providing general advice on issues related to structural analysis, design and assessment of Corporation's existing facilities

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



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- 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 Civil Engineering from a recognized institution with three (3) years relevant work experience



6. Senior Human Resource Officer (PMS and Remuneration)

1 Position

Grade: ES6

Location: HR and Administration Directorate

Reporting to: 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. Designs, implements and monitors Performance Management to enable the employees and teams understanding of the goals of the Corporation, and to identify how individual and team outputs contribute to the achievement of the Corporation objectives, specifically through managing the performance cycle.
2. Works in liaison with key stakeholders e.g. budget, strategy and Human
3. Resources to establish and support the link between strategic business objectives and people's day-to-day actions and tasks, by implementing a process for tracking progression from goal setting, mid-year reviews and end of year evaluations to support individual, team and organizational performance.
4. Ensures targeted communication and capacity building programs in the performance management process to enable managers to effectively evaluate and measure individual and team performance and to optimize performance and productivity.
5. Manages and coordinates organization-wide efforts to ensure that performance management and performance improvement programs are developed and managed using a data-driven approach, that sets priorities for improvements in line with on-going strategic imperatives.
6. In liaison with the Line Manager and Human Resources, contributes to the design, implementation and management of effective Recognition Programs to reward staff contributions.



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7. Develops and communicates the strategic vision, scope, priorities, processes, systems and tools of the performance management unit.
8. In liaison with the Line Manager and Human Resources contribute to the design, implementation and management of effective leadership and employee development and talent management initiatives to address performance gaps related to capacity/knowledge gaps among staff and overall talent sourcing.
9. Drives the processes for sharing best practice, tools/materials and on-going communication activities for performance improvement. In line with this, establish and disseminate guidelines and manuals which will serve as reference documents on staff performance management for appraisees as well as appraisers.
10. Participates in the execution of the Performance Management System; ensuring that all Direct Reports complete the forms and adhere to the process to enable high performance among Team members, Divisions and, ultimately, the Corporation.
11. Participates in the implementation of the Corporation Culture alignment program; ensuring that all Team Members are on the same page regarding culture.
12. Exercises the highest level of confidentiality and Integrity.
13. Contributes to the preparation of the Corporate Services Division's monthly performance report.
14. Participates in the monthly Divisional Team Meeting to discuss performance, ensuring there are diagnoses and prognoses for any performance variances.

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



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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 Training Officer, or Performance Management Officer.



7. ICT Officer (Database Administration and Disaster Recovery)

1 Position

Grade: ES7

Location: ESCOM Head Office – ICT Directorate

Reporting to: Senior ICT Officer (System Development and Business Continuity)

Purpose of the Job

To plan, develop, perform, integrity and security of databases, as well as in troubleshooting any database issues on behalf of the users.

Key Duties and Responsibilities

1. Design and Build Databases. Gather user requirements, and map out the conceptual design for a planned database
2. Monitoring user access and security
3. Monitor performance and manage parameters in order to provide fast responses to front-end users
4. Consider both back-end organisation of data and front-end accessibility for end-users
5. Refine the logical design so that it can be translated into a specific data model
6. Further refining the physical design to meet system storage requirements
7. Install and test new versions of the database management system (DBMS)
8. Maintain data standards, including adherence to the Data Protection Act
9. Preparing database documentation, including data standards, procedures and definitions for the data dictionary (metadata)
10. Control access permissions and privileges
11. Carry out capacity planning
12. Commission and install new applications and customize existing applications in order to make them fit for purpose
13. Managing the security and disaster recovery aspects of a database.
14. Designing and facilitating database trainings, create resource materials and support tools, and host regular office hours to support system users.
15. Designing and performing regular data integrity checks to ensure the quality



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of data entry.

16. Extracting, transforming, and importing data sets to and from different data systems, partners, and organization sites as needed to ensure the most-up-to-date data is available.

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 either Information Technology, Computer Engineering, Information Systems, Computer Science, or relevant fields; with three (3) years relevant work experience.



8. ICT Officer (Systems Programming, Website and Graphics Designer)

1 Position

Grade: ES7

Location: ESCOM Head Office – ICT Directorate

Reporting to: Senior ICT Planning, SD & BC Officer)

Purpose of the Job

To create and maintain a relevant aesthetic for ESCOM website and work with System Developers to ensure that the website is functional while attractive and to have a good understanding of front-end and back-end coding to create functions that work and look appealing.

Key Duties and Responsibilities

1. Designing engaging and responsive landing pages
2. Integrating client CMS programs and data feeds into websites
3. Optimising sites for maximum speed and scalability
4. Employing industry and design best practice through website build process
5. Conducting website testing
6. Liaising with back-end developers to ensure web and app logic is properly integrated.
7. Ensuring website function and stability across devices i.e. desktop, mobile, tablet
8. Working with marketing and PR and research teams to incorporate brand elements and relevant market research findings to website
9. Providing internal support and external customer services throughout the build and launch process of the website and applications
10. Developing concepts, graphics and layouts, including making decisions about fonts, images, readability and preparing rough drafts of digital or print creatives based on an agreed brief.

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



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- 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 either Information Technology, Computer Engineering, Information Systems, Computer Science, or relevant fields; with three (3) years relevant work experience.
- Proficiency in graphic designing software including Adobe Photoshop, Adobe Illustrator, Adobe Indesign and Adobe XD; or any other visual design tools like Figma.
- Good understanding of Content Management Systems (CMS) and Cross-browser compatibility issues.
- Excellent Visual Design Skills and up-to-date experience with international web protocols, standards and technologies.



9. ICT Officer (Systems Programming, System Developer)

1 Position

Grade: ES7

Location: ESCOM Head Office – ICT Directorate

Reporting to: Senior ICT Planning, SD & BC Officer

Purpose of the Job

To develop and implement applications and programs for the backend processing systems used in the organisation.

Key Duties and Responsibilities

1. Collaborating with management, departments and customers to identify end-user requirements and specifications
2. Designing algorithms and flowcharts to create new software programs and systems
3. Producing efficient and elegant code based requirements
4. Troubleshooting, debugging, maintaining and improving existing software.
5. Compiling and assessing user feedback to improve software performance
6. Observing user feedback to recommend improvements to existing software products.
7. Developing technical documentation to guide future software developments projects.

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



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Minimum Qualifications and Experience

- Bachelor's Degree in either Information Technology, Computer Engineering, Information Systems, Computer Science, or relevant fields; with three (3) years relevant work experience.
- Proficiency in popular coding languages including Python, Java and C++ and frameworks and Git
- Excellent knowledge of the software development life cycle



10. IT Support Officer (Business Systems)

1 Position

Grade: ES7

Location: ESCOM Head Office – ICT Directorate

Reporting to: Senior ICT Officer (Systems Operations Support)

Purpose of the Job

To provide billing system support and maintenance management to ensure that billing systems are maintained and strengthened in response to user needs and business demands.

Key Duties and Responsibilities

1. Develop efficient billing systems and procedures
2. Provide technical support in the operation of billing systems.
3. Monitor billing system servers and maintain knowledge on desk capacity at all times.
4. Coordinate with various internal groups and resolve all current issues and
5. Administer billing system and document all system enhancement requests
6. Identify and execute billing solutions on systems and prepare analysis on the same.
7. Analyse, identify and provide solutions to billing system issues.
8. Perform tests and validation for billing systems
9. Provide assistance in effective configuration of all systems.
10. Analyse user requirements for billing systems and ensure transition into functional specifications.
11. Prepare cost estimates for new programs and ICT project reviews
12. Perform regular analysis of the efficiency of existing systems and recommend appropriate enhancements
13. Install new systems on existing ones and prepare required charts and programs.

Attributes and competencies

- Impeccable skills in Microsoft office packages (Excel, Word, PowerPoint etc.)
- Effective verbal and written communication abilities



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- 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 ICT or a related technology field; with three (3) years as a system support officer or other customer service role.



11. ICT Officer (Cybersecurity)

1 Position

Grade: ES7

Location: ESCOM Head Office – ICT Directorate

Reporting to: Senior ICT Security Officer

Purpose of the Job

To design, implement methodologies to secure the organization's cyberspace.

Key Duties and Responsibilities

1. Planning, implementing, managing, monitoring, and upgrading security measures for the Protection of the organization's data, systems, and networks
2. Troubleshooting security and network problems
3. Responding to all system and/or network security breaches
4. Ensuring that the organization's data and infrastructure are protected by enabling the appropriate security controls
5. Participating in the change management process
6. Testing and identifying network and system vulnerabilities
7. Evaluating the organization's cybersecurity needs and establish best practices and standards accordingly
8. Designing, implementing, maintaining, overseeing, and upgrading all security measures needed to protect organizations' data, systems, and networks
9. Responding to all security breaches to the network and associated systems
10. Troubleshooting all network and security issues and incidents
11. Routinely conducting penetration testing
12. Taking appropriate security measures to ensure that the organization's infrastructure and existing data are kept safe
13. Conducting testing and scanning to identify any vulnerabilities in the network and system

Attributes and competencies

- Impeccable skills in Microsoft office packages (Excel, Word, PowerPoint etc.)
- Effective verbal and written communication abilities



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- 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 either Information Technology, Computer Engineering, Information Systems, Computer Science, or relevant fields; with three (3) years relevant work experience



12. Digital Communications Officer

1 Position

Grade: ES7

Location: ESCOM Head Office – CEO's Office

Reporting to: Chief Public Relations Officer

Purpose of the Job

To build and sustain the company's reputation through the digital communications platform for quality, reliability, and customer satisfaction.

Key Duties and Responsibilities

1. Develop and manage website content, keeping information accurate, timely, and relevant
2. Develop internal publications such as newsletters, releases, email announcements, planned publications, on-line, intranet, video, special projects, and assignments.
3. Implement projects, strategies, and campaigns by developing content for digital delivery through various channels including email, social media platforms and the website
4. Provide support for online engagement and creative collaboration on content such as press releases, emails, blog posts, podcasts, white papers, fact sheets, infographics, and conference materials
5. Ensure accuracy and consistency in external messaging by editing, proofreading, and standardizing all outgoing communications on the digital platform
6. Manage social media strategy, calendar, and collaborate with internal stakeholders to develop and use social media in their outreach efforts
7. Monitor, track and utilize analytics for all communications channels
8. Establish and maintain extensive contacts with key sources (media, news services, community organizations and other targeted audiences) to identify story themes and newsworthy events to promote and disseminate information
9. Work with other staff to showcase creative assets such as copy, photography, video, and graphic design for digital distribution



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Attributes and competencies

- Impeccable skills in Adobe Creative Suite, CSS, WordPress, HTML, and 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
- Proven experience delivering effective and innovative digital campaigns in areas such as content management and SEO optimization
- Ability to research and develop content ideas
- Versed in digital storytelling, blending multimedia content to create compelling, rich viewer experiences

Minimum Qualifications and Experience

- Bachelor's Degree plus a professional qualification in Public Relations, Communications, Business Administration and Marketing; Graphic Design with three (3) years relevant work experience



13. Procurement and Asset Disposal Officer

1 Position

Grade: ES7

Location: ESCOM Head Office – Procurement and Asset Disposal

Reporting to: 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:
 - a. Advertise the procurement processes;
 - b. Prepare the solicitation documents;
 - c. Communicate and issue tender clarifications to applicants / bidders;
 - d. Notify/Debrief bidders and applicants on the outcome of the Evaluation processes;
 - e. 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



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8. Facilitation of goods inspection by MRA and delivering cleared goods to receiving office
9. Preparing plans, writing and submitting 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 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



14. Network Technicians

3 Position

Grade: ES10

Location: ESCOM Head Office – ICT Directorate

Reporting to: ICT Officer (Network Engineering)

Purpose of the Job

To build and maintain the day-to-day operation of computer networks that the organization rely on. These networks typically include an intranet, extranet, local area network (LAN), and wide area network (WAN).

Key Duties and Responsibilities

1. Assisting in developing, operating, and maintaining voice, wireless, video, and data communications systems and improve resilience of the current environment
2. Assisting in setting up, configuring, and testing Cisco Call Manager, Unity, Call Manager Express, Unity Express, WebEx, Jabber, and voice gateways, etc.
3. Monitoring Network performance, troubleshooting network problems and outages, scheduling upgrades and collaborating with network architects on network optimization
4. Undertaking data network fault investigations in local and wide area environments using information from multiple sources
5. Securing network systems by establishing and enforcing policies, and defining and monitoring access
6. support and administer firewall environments in line with ICT security policy
7. Reporting network operational status
8. Upgrading data network equipment to the latest stable firmware releases
9. Providing remote support to on-site Engineers and end users/customers
10. Undertaking capacity management and audit of IP addressing and hosted devices within data centers
11. Monitoring of all network devices, services, and servers using a combination of tools



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12. Liaising with project management teams, third-line Engineers and service desk Engineers on a regular basis
13. Consulting with clients to specify system requirements and design solutions

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

- Diploma in either Information Technology, Engineering, Telecommunications, Computer Science or related fields; with three (3) years relevant work experience



15. JCB Plant Operator

3 Position

Grade: ES12

Location: Blantyre and Lilongwe

Reporting to: Fleet Controller

Purpose of the Job

To provide motor vehicle driving services

Key Duties and Responsibilities

1. To Operate and maintain heavy equipment
2. Providing support to successful completion of the line construction and engineering works
3. Reporting to the supervisor in case of equipment breakdown, injuries and other accidents
4. Performing excavation and lifting work.
5. Maneuvering motorized heavy equipment to ensure the accurate
6. Removal and placement of materials
7. Observing stipulated safety codes at all times

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

- Malawi School Certificate of Education; Valid driving license; Defensive Driving License; with two (2) years' relevant work experience



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Interested applicants should submit their applications including detailed **Curriculum Vitae** and **three (3) names of traceable** referees by **21st April, 2023**, to;

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

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.