



VACANCIES

EXTERNAL ADVERTISEMENT

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 and Single Buyer Operations in Malawi. ESCOM is inviting applications from suitably qualified candidates to fill the following vacant positions currently existing within the Corporation:

1. Human Resources Manager

1 Position

Grade : ES4
Location : Head Office
Reports to : Director of Human Resources and Administration

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, ensuring accurate and timely delivery that is in compliance with Corporation's HR rules and regulations

Key Duties and Responsibilities

1. Providing leadership in the implementation of human resource policies and strategies in order to ensure that the department contributes effectively and efficiently to the goals of the Corporation;
2. Participating in the recruitment process, performance counselling, and disciplinary enquiry hearing for senior, Junior and temporary members of staff and provide professional advice in all cases;
3. Supporting the conducting of training needs analysis in liaison with Training Department in the process of developing knowledge, skills and attitudes of employees for improved job performance;
4. Supporting the administration of performance and reward management systems, processes and procedures in liaison with the Departments;
5. Ensuring a healthy working environment
6. Implementing HRMIS to improve quality of human resource data and link between HRMIS and payroll for better control over Payroll Expenditure



VACANCIES

7. Coordinating the plans and budgets for HR Department in order to achieve the vision, mission, outputs and outcomes as provided by the Strategic plan; and compile activities to be within the financial year, cost the activities, implement the planned activities
8. Managing Corporation's on-boarding and off-boarding procedures utilizing HRIS system

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 and conflict resolution skills
- Good Analytical Skills
- Critical-thinking and assertiveness abilities
- Detail-oriented personality
- Impeccable leadership skills.

Minimum Qualifications and Experience

Master's Degree in Human Resource Management/Public Administration/Business Administration/Economics from an accredited university.

7 years' experience in the field/industry, out of which at least 3 years should have been at Managerial level in Human Resource Management/Project Management. Be a registered member of a professional body e.g IPMM



VACANCIES

2. Finance Manager – Expenditure

1 Position

Grade : ES4
Location : ESCOM Head Office – Finance Directorate
Supervised by : Director of Finance

Purpose of the Job

To be responsible for closing the ESCOM's books in an accurate, timely and efficient manner by providing general accounting oversight and financial close process.

Key Duties and Responsibilities

1. Leadership: Mentoring and managing the accounting and financial staff.
2. Financial strategy [Risk Management]: Identifying, Assessing, Mitigating, Monitoring and Reporting on Risk associated with Expenditure Control processes and general accounting oversight.
3. Internal controls: Creating and monitoring company policies and internal controls, especially spending controls, to safeguard assets and reduce fraud.
4. Compliance: Ensuring compliance with law, regulations, tax provisions and relevant policies and guidelines
5. Approving Expenditure: Ensuring expenditure are properly approved and processed in the accounting system, in a timely manner.
6. Reporting and analysis: Providing financial reporting and Spend analysis to guide decision-making.
7. Audit liaison: Coordinating with external financial, compliance and tax auditors.

Attributes and competencies

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

Minimum Qualifications and Experience



VACANCIES

Chartered Accountant, Master's Degree in Finance or Accounting or equivalent professional qualification.

7 years' experience in the field/industry, out of which at least 3 years should be at a manager level

Must be an ICAM member.



VACANCIES

3. Transmission Overhead and Substations Manager

1 Position

Grade : ES4
Location : Blantyre
Supervised by : Director of Transmission
Responsible for: Chief Engineer Over headlines
Chief Engineer Substations

Purpose of the Job

To oversee and ensure effective development and maintenance 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 licensee targets and goals.
2. Developing, reviewing and providing technical leadership in the implementation of transmission maintenance and development plans and programmes
3. Monitoring and facilitating timely execution of system 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 and substations equipment database
6. Leading in the consolidation of technical specifications for transmission equipment and materials
7. Leading in organizing, implementing and participating in the annual anti-vandalism awareness campaign.
8. Overseeing the design of substations and lines equipment for new installations and system studies to ensure that the system is meeting grid code requirements and to optimise energy transmission, minimising losses and maximising the overall efficiency of the system.



VACANCIES

9. Providing leadership in developing and facilitating implementing new lines and substations 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

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
- Asset management skills for high voltage equipment
- 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

- Master's and Bachelor's Degrees in Electrical Engineering/Renewable Energy/Sustainable Energy Systems/Energy Engineering/Metallurgy & Materials Engineering/Electronics
- Those with Bachelor's Degree in a technical field plus Master of Business Administration or Strategic Management may also apply.
- Applicant must have 7 years' work experience in the power industry/field of which 3 years' work experience should be at Managers' level.
- Registered with MEI or any recognized International Engineering body.



VACANCIES

4. Financial and Systems Audit Manager

1 Position

Job Title	: Financial and Systems Audit Manager
Grade	: ES4
Location	: ESCOM Head Office
Department	: Financial and Systems Audit
Reporting to	: Director of Audit and Risk
Responsible for	: Chief Internal Auditor (Financial Audit) Senior Internal Auditor (Investigative Audit) Senior Internal Auditor (Systems Audit)

Purpose of the Job

To provide an independent and objective assurance on the efficacy of internal control systems, corporate governance and value addition interventions

Key Duties and Responsibilities

1. Preparing and submitting/presenting audit reports to Management and Board of Directors.
2. Managing the development, review and implementation of annual work plans, audit programmes and budget
3. Designing, developing and reviewing internal audit policies, procedures, systems and user manuals
4. Ensuring that adequate policy and procedures manuals are in place for all financial operations of the Corporation
5. Conducting/supervising investigations on any incidents of fraud, theft, forgeries, accidents and other losses to establish reasons for control failures and advise remedial measures
6. Facilitating redress such as litigation, recovery and insurance claims
7. Liaising with and providing support to external auditors to ensure that audit exercises are completed on time and efficiently

Minimum Qualifications and Experience

Bachelor's Degree and a Master's Degree or equivalent qualifications in either Accounting, Finance, Auditing or related fields; with seven (7) years relevant work experience.

CIA Professional qualification.

Member of the Institute of Internal Auditors



VACANCIES



VACANCIES

5. Commercial & Customer Services Manager

1 Position

Grade	:	ES4
Location	:	Distribution Licensee
Reporting to	:	Director of Distribution and Customer Services

Purpose of the Job

To oversee the support of corporate goals by designing and promoting new products and services that will support 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. changing of bulbs to clear blackouts.
9. Developing promotion plans, conduct promotions 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.



VACANCIES

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

- The ideal candidate must have a minimum qualification of a Master's Degree in Electrical Engineering/Business Administration/Marketing; and a Master's in Business Administration/Commerce/Marketing
- Applicants must have seven (7) years' practical experience in the field/industry, out of which at least 3 years should be at a manager level in Marketing/Customer Service-related work.
- Relevant Professional Body Membership



VACANCIES

6. Technical Audit Manager

1 Position

Grade : ES4
Location : ESCOM Head Office
Supervised by : Director of Audit and Risk

Purpose of the Job

To lead technical audit team in carrying out technical audit activities in the Corporation aimed at enforcing compliance with technical standards.

Key Duties and Responsibilities

1. Designing, developing and reviewing technical audit policies, procedures, systems and user manuals.
2. Developing and monitoring implementation of risk management programs, strategies and activities for the Department.
3. Managing the development, review and implementation of annual work plans, audit programmes and budget.
4. Ensuring that adequate policy and procedures manuals are in place for all technical operations of the Corporation and are always up to date.
5. Monitoring and offering advice on the performance and implementation of company approved plans.
6. Preparing and submitting/presenting audit reports to Management and Board of Directors
7. Conducting/supervising technical investigations and advising remedial measures.
8. Facilitating redress such as litigation, recovery and insurance claims.
9. Liaising with and providing support to external auditors to ensure that audit exercises are completed on time and efficiently.

Attributes and competencies

- Good leadership skills
- A team builder



VACANCIES

- Good analytical Skills
- Critical-thinking and assertiveness abilities
- Detail-oriented personality

Minimum Qualifications and Experience

- The ideal candidate must have a minimum qualification of a Bachelor's degree in Electrical Engineering / Renewable Energy/ Sustainable Energy Systems/Energy Engineering from an accredited institution.
- Master's and Bachelor's Degrees in Electrical Engineering/Renewable Energy/Sustainable Energy Systems/Energy Engineering/Metallurgy & Materials Engineering/Electronics
- Those with Bachelor's Degree in a technical field plus Master of Business Administration or Strategic Management may also apply.
- Applicant must have 7 years' work experience in the power industry/field of which 3 years' work experience should be at Managers' level.
- Registered with MEI.



VACANCIES

7. Procurement and Assets Disposal Manager

1 Position

Job Title	:	Procurement and Assets Disposal Manager
Grade	:	ES4
Location	:	ESCOM Head Office
Reporting to	:	Director of Procurement and Assets Disposal
Responsible for	:	Chief Procurement and Assets Disposal Officer

Purpose of the Job

- i. Plan, coordinate and manage the procurement functions of the Corporation in accordance with the existing and applicable Public Procurement and Disposal of Assets legal framework, the Corporation's policies and regulations whilst ensuring economy, efficiency, transparency, fairness, accountability, ethical standards and promotion of competition among others
- ii. Manage the efforts and performance of the procurement team

Key Duties and Responsibilities

1. Develop a procurement and asset disposal strategy in line with the mission, vision and mandate of the Corporation
2. Coordinate procurement planning across the various licensees and directorates and come up with a consolidated procurement plan
3. In liaison with the User Directorates monitoring the implementation of procurement plans and produce period reports
4. Manage, coordinate and monitor the Corporations procurements and ensure all procurement proceedings are in compliance with the existing public procurement legal framework
5. Design, review and oversee implementation of the Corporation's procurement framework contracts
6. Provide timely and adequate assistance, support and advice to Licensees and Directorates in the preparation of Terms of Reference, specifications, bills of quantities and evaluation of tenders to ensure principles of procurement are upheld



VACANCIES

7. Plan and facilitate training on procurement processes to all licensees and directorates to ensure they are aware of their roles and responsibilities in procurement processes
8. Coordinate and manage contract negotiations with suppliers in collaboration with users and Legal Directorate to ensure the interests of the Corporation are safeguarded
9. Be the focal point to the tender committees, disposal committees and provide guidance on processes and procedures
10. Act as a secretariat and advisor to the Internal Procurement and Disposal Committee to ensure they execute their mandate procedurally and in line with the existing procurement legal framework
11. Ensure proper management of procurement records and audit trail

Attributes and competencies

Conflict management and decision-making skills

Interpersonal relationship and communication skills

Mentoring and coaching skills

Organizational skills (planning, budgeting, work prioritization and time management)

Professionalism and adherence to good work ethics

Resilience and personal drive, self-motivation.

Maintain confidentiality and respectful of sensitive situations and information

Minimum Qualifications and Experience

A minimum of a Master's degree from a recognised and reputable university in either Procurement, Logistics Management or Supply Chain Management.

professional membership with preferably Malawi Institute of Procurement and Supply (MIPS) and Chartered Institute of Procurement and Supply (CIPS);

7 years' experience in the field/industry, out of which at least 3 years 'should be at a Managerial level

At least 3 years in procurement of strategic materials for a big and or complex organization



VACANCIES

8. Legal Services Manager

1 Position

Grade : ES4
Location : Head Office – Legal Services Division
Supervised by : Director of Legal Affairs and Company Secretary

Purpose of the Job

To manage and ensure provision of quality legal support, litigation and advisory services to management and staff.

Key Duties and Responsibilities

1. Providing overall management and supervision of the Legal Services Department;
2. Coordinating all legal services being undertaken on behalf of the Corporation by both in-house and external Counsel;
3. Coordinating the processes relating to the automation of the case filing system in the legal services registry;
4. Conducting civil and criminal litigation on behalf of the Corporation;
5. Representing the Corporation at arbitration hearings before quasi-judicial bodies;
6. Coordinating the complaints-handling system relating to public liability claims, including provision of legal advice in the conduct and disposal of such claims;
7. Coordinating provision of legal advisory services to all the Corporation's Business Units, including conducting awareness to staff and other stakeholders on all regulatory and compliance issues, including conducting legal research, issuing legal opinions, and drafting legal documents;
8. Participating in the negotiation of contracts, including Power Purchase Agreements on behalf of the Corporation;
9. Facilitating the annual legal audit processes pertaining to the Corporation's legal services;
10. Assisting with the preparation of Performance Management Plans and Budgets and Quarterly Performance Reports for the Legal Services Division in line with the Corporation's Integrated Strategic Plan (ISP).

Attributes and competencies

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



VACANCIES

- 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 law and Master's degree in either Law, Business Administration or Strategic Management from an accredited institution.
- Valid license to practice law in Malawi.
- At least 7 years' law practice experience of which 3 years should be at Managerial level
- Malawi Law Society Membership



VACANCIES

9. Chief Legal Services Officer

2 Positions

Grade : ES5
Location : ESCOM Head Office – Legal Services Division
Supervised by : Director of Legal Affairs and Company Secretary

Purpose of the Job

To manage and ensure provision of quality legal support, litigation and advisory services to management and staff.

Key Duties and Responsibilities

1. Conducting civil and litigation in the courts of law on behalf of the Corporation;
2. Conducting legal research and preparing legal opinions on various matters;
3. Participating in negotiations and drafting of national, regional and international Power Purchase/Supply Agreements;
4. Drafting and/or reviewing legal contracts and monitoring legal obligations under such contracts;
5. Providing advice on matters relating to statutory compliance by the Corporation;
6. Maintaining a database of the status of all court matters involving the Corporation;
7. Liaising with and ensuring professional and diligent conduct of legal matters on behalf of the Corporation by Legal Practitioners under retainerhip agreements;
8. Submitting reports in line with the reporting requirements on key performance indicators (KPIs);
9. Representing the Corporation at arbitration hearings and all matters before quasi-judicial bodies.

Attributes and competencies

- Strong communication and organizational skills;
- Strong legal research skills;
- Excellent negotiation skills;
- Excellent legal drafting skills;
- Good interpersonal skills;
- Sound knowledge of applicable legal and regulatory framework;
- Be of high integrity;



VACANCIES

- Experience in civil and criminal litigation, and Alternative Dispute Resolution (ADR).

Minimum Qualifications and Experience

- Bachelor's Degree in Law from an accredited institution.
- Valid license to practice law in Malawi.
- At least 5 years' law practice experience.
- Malawi Law Society Membership



VACANCIES

10. Chief Procurement and Assets Disposal Officer

1 Position

Job Title	:	Chief Procurement and Assets Disposal Officer
Grade	:	ES5
Location	:	ESCOM Head Office
Reporting to	:	Chief Procurement and Assets Disposal Manager
Responsible for	:	Senior Procurement and Assets Disposal Officer

Purpose of the Job

- i. To facilitate procurement of goods, works and services and disposal of assets in line with the existing and applicable Public Procurement and Disposal of assets legal framework, the Corporation's policies and regulations whilst ensuring economy, efficiency, transparency, fairness, accountability, ethical standards and promotion of competition among others
- ii. Lead the procurement team in the implementation of the procurement plan

Key Duties and Responsibilities

1. Leading in the development, and review of procurement plans, policies, procedures, standards and regulations.
2. Leading and monitoring implementation of procurement and asset disposal plans, policies, procedures, standards and regulations.
3. Interpreting procurement and asset disposal policies and regulations.
4. Preparing and reviewing solicitation documents for procurement of goods, works and services.
5. Coordinating the closing, opening and evaluation of bid documents.
6. Leading in the administration of procurement contracts and ensuring delivery of goods and services in accordance with the contract terms and end-user requirements.
7. Preparing minutes and reports for the IPDC, Management and the PPDA.
8. Liaising with requisitioning units to come up with correct product and service specifications.
9. Preparing and reviewing procurement contract documents



VACANCIES

10. Providing general advice and assistance to staff and management on procurement and asset disposal
11. Compile regular procurement progress reports and submit to the Manager and Director and update him/her of any issues so that timely remedial measures can be taken
12. Draft addenda/variation orders to contracts

Attributes and competencies

High level of attention to details

Interpersonal relationship and communication skills

Mentoring and coaching skills

Organizational skills (planning, budgeting, work prioritization and time management)

Professionalism and adherence to good work ethics

Resilience and personal drive, self-motivation

Maintain confidentiality and respectful of sensitive situations and information

Minimum Qualifications and Experience

A minimum of a Bachelor's degree from a recognised and reputable university in either Procurement, Logistics Management or Supply Chain Management.

Professional membership with preferably Malawi Institute of Procurement and Supply (MIPS) and Chartered Institute of Procurement and Supply (CIPS);

5 years' relevant work experience in the field /industry



VACANCIES

11. Chief Engineer (Regional Revenue Protection Operations)

1 Position

Grade : ES5
Location : Regional Electricity Supply (RES)- Revenue Protection
Supervised by : Revenue Protection Manager

Purpose of the Job

To provide regional operational leadership and management of Regional Revenue Protection function to effectively support Regional Electricity Supply Licensees to ensure optimised Revenue Collection through efficient Regional Revenue Protection Operations. This function will also ensure effective mobilisation and efficient utilisation of resources deployed in Regional Revenue Collection Assurance.

Key Duties and Responsibilities

1. Provide operational leadership for effective implementation of Regional Revenue Protection operations based on annual business plans
2. Mobilizing resources for planned Regional Revenue Protection activities (MD & Non MD)
3. Reviewing, approving, and coordinating monthly metering audit plans.
4. Ensuring timely meter fault clearance in the regions in line with the Customer Services Charter.
5. Participate in developing, evaluating and reviewing Revenue Protection strategies, systems and practices
6. Participate in assessing and recommending new Revenue Protection technologies to ensure that ESCOM adopts technologies that are suitable and friendly to both our environment and economy.
7. Ensure effective implementation of Regional Energy flow accounting techniques from Distribution take off points with Transmission up to the customer.
8. Supervising contracted-out services that relate to Revenue Protection.
9. Ensuring compliance with regulation and market procedures in relation to Regional Revenue Protection issues
10. Participating in the Acceptance tests and the development of specifications for Revenue Protection equipment
11. Ensure that there is a strategic fit between the annual work plans and budget.



VACANCIES

12. Ensure adherence to best practices that will foster safety in all Regional Revenue Protection Operations

Attributes and competencies

- Impeccable skills in Microsoft office packages (Excel, Word, PowerPoint etc.)
- Effective verbal and written communication abilities
- High level of Integrity
- 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/Renewable Energy/Sustainable Energy Systems/Energy Engineering/ Metallurgy & Materials Engineering/ICT from an accredited institution

- Applicant must have 5 years' work experience
- MEI/ICTAM Membership



VACANCIES

12. Chief Area Engineer

7 Positions

Grade : ES5
Location : Blantyre, Limbe, Zomba,
Lilongwe, Kanengo, Salima, & Mzuzu
Supervised by : Regional Managers

Purpose of the Job

To ensure effective Revenue collection as well as planning, construction and maintenance of distribution and supply network and related infrastructure by properly managing and optimizing the construction and maintenance resources.

Key Duties and Responsibilities

1. Providing leadership and oversight over all technical and administrative activities in the area
2. Developing, reviewing network planning, construction, maintenance and operations plans and programmes
3. Monitoring implementation of network planning, construction, maintenance and operations plans and programmes
4. Authorizing maintenance works, assessing, Mobilizing and allocating the required resources for the works
5. Monitoring implementation of Revenue collection programmes in the area
6. Managing the customer services activities in the area
7. Commissioning of new power distribution substations after all the necessary quality assurance processes are fulfilled
8. Assisting in developing and reviewing construction and maintenance policies and programs
9. Responding to queries on matters related to electricity distribution and supply
10. Attending to large industrial and service customer's power supply issues.

Attributes and competencies

- Good communication and listening skills
- Good Leadership skills



VACANCIES

- Analytical skills
- Attention to detail
- Technical Skills
- Interpersonal skills
- Negotiation skills
- Decision making skills
- Registered with the Malawi Institute of Engineers
- Team player
- Knowledge of relevant policies and Standard Operating Procedures.
- Persuasive 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/Renewable Energy/Sustainable Energy Systems/Energy Engineering/ Metallurgy & Materials Engineering.
- Applicant must have five (5) years' work experience.
- MEI Membership

Grade : ES5
Location : Head Office
Supervised by : Projects Manager

Purpose of the Job

- Ensure effective and efficient planning, design and implementation of major and minor infrastructure development works for ESCOM, including coordination of detailed civil and structural designs, costing, preparation of documents to secure financing for the Projects from both local and international sources and
- Provision of technical advisory services to user Departments on proper planning for implementation and the actual execution of major maintenance activities involving civil, electrical & mechanical works.

Key Duties and Responsibilities

1. Undertake planning and implementation management of new power development initiatives, including post-implementation performance assessment, to enhance growth in the power sector and accelerate national development.
2. Undertake planning and implementation management of major civil, electrical & mechanical plant and equipment maintenance works to improve/sustain levels of performance and extended design life.
3. Supervisory role in assisting user Departments in the implementation planning and execution of civil, electrical & mechanical engineering related maintenance activities
4. General advice to the Corporation on issues related to implementation of engineering works
5. In liaison with other engineers in and outside the Department, assisting in the carrying out technical and financial appraisal of civil, electrical and civil rehabilitation or refurbishment, modification or modernisation projects and also new developments for the Corporation
6. Preparation of monthly, quarterly and annual reports, as well as other reports as required.

Attributes and competencies

A good working knowledge of donor/IFI funded project implementation procedures

A good working knowledge with Procurement Documents (Bidding, RFPs, Contract documents etc)

High levels of computer literacy

Well-developed and excellent communication/writing skills

Working knowledge of contract law/international guidelines

Well-developed excellent analytical/problem solving skills

Minimum Qualifications and Experience

Bachelor of Science in Electrical Engineering/Renewable Energy/Sustainable Energy Systems/Energy Engineering/ICT/ Metallurgy & Materials Engineering/Mechanical/Civil

5 years' hands-on experience in the planning, civil/structural design, construction, operation and maintenance of major engineering works, with a bias towards power supply facilities

MEI Membership.

Grade : ES5
Location : ESCOM Head Office – Risk Management
Supervised by : Risk Manager

Purpose of the Job

To identify and assess risks that could impede the reputation, safety, security, financial or operational success of the organization and provide support in the management of those risks.

Key Duties and Responsibilities

1. Preparation of annual work plans and financial budgets for the Risk Management department.
2. Developing annual risk management plans for all operational processes for the Corporation
3. Assisting divisions and departments in the identification, assessment, setting of risk appetite levels, exploitation of opportunities and mitigation of risks against achievement of the Corporation's objectives in line with strategic plan
4. Development of a risk and risk awareness culture across the Corporation
5. Designing and implementing risk management processes for all departments and divisions
6. Performing risk assessments and analyses
7. Drafting risk management reports for Executive Management and the Board and
8. preparing risk management reports for all other relevant audiences.
9. Producing and reviewing/updating corporate documents and processes in relation to risk management
10. Any other duties as assigned from to time

Attributes and competencies

- Good leadership skills
- Proficiency in Microsoft office packages (Excel, Word, PowerPoint etc)
- Effective verbal and written communication abilities
- Team player
- Excellent interpersonal skills
- Good Analytical Skills
- Critical-thinking and assertiveness abilities
- Detail-oriented personality
- 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 either Accounting, Finance, Business Administration, Auditing, Electrical Engineering, Renewable Energy, Sustainable Energy Systems, Energy Engineering, Metallurgy & Materials Engineering.
- Five (5) years relevant work experience.
- IIA/ICAM/MEI Membership

Grade : ES5
Location : Blantyre, Mzuzu
Supervised by: Regional Manager

Purpose of the Job

To provide leadership and management in the implementation of regional Distribution Planning and Operations policies, work programs, plans, and budget in the region.

Key Duties and Responsibilities

1. Manage effective planning of the Distribution System for load growth and provision of quality, reliable, affordable, and safe electricity in the region
2. Plan, organise and coordinates with internal & external stakeholders on the development and review of the Distribution Network Master Plan for the region
3. Manage Regional Control and Network Operations to ensure security & availability of the distribution system
4. Ensure provision of effective wayleave management services for the distribution network in the region
5. Provide leadership and management of distribution transformers, cables and associated switchgear maintenance and services in the region
6. Manage provision of occupational safety, health, and environmental services in the region
7. Ensure effective planning, coordination and management of major distribution network projects and contracts in the region
8. Prepare annual work plans and budgets for system planning, transformers, control, and operations for the region
9. Prepare periodic reports

Attributes and competencies

- Effective verbal and written communication abilities
- Visionary
- Analytical skills
- Coordination and People management skills
- Hands on technical knowledge
- Registered with MIE
- Team player
- Knowledge of relevant policies and Standard Operating Procedures.
- Self-starter.

Minimum Qualifications and Experience

The Ideal Candidate must have a Bachelor's degree in Electrical Engineering/Renewable Energy/Sustainable Energy Systems/Energy Engineering/Metallurgy & Materials Engineering.

Applicant must have a minimum of five (5) years' work experience.
MEI Membership

Grade : ES5
Location : Head Office – ICT
Supervised by : Director of ICT

Purpose of the Job

To oversee the development, implementation, and maintenance of the ESCOM's software applications and systems, ensuring alignment with business requirements and driving innovation through the adoption of emerging technologies and best practices.

Key Duties and Responsibilities

1. Develop and implement the applications and software development strategy, policies, and procedures
2. Ensure the alignment of applications and systems with business objectives and requirements
3. Manage the applications and software development lifecycle, including requirements gathering, design, development, testing, and deployment
4. Oversee the implementation and maintenance of enterprise applications, custom software solutions, and integration with third-party systems
5. Promote the adoption of agile development methodologies, DevOps practices, and continuous integration/continuous delivery (CI/CD) processes
6. Establish and maintain quality assurance and testing processes to ensure the reliability and performance of applications and systems
7. Manage the applications and software development budget and resource allocation
8. Lead and develop a team of skilled application developers, software engineers, and quality assurance professionals
9. Stay up-to-date with emerging technologies, programming languages, and industry best practices for software development and application management

Attributes and competencies

Knowledge of agile development practices, DevOps, and CI/CD processes
Familiarity with cloud computing platforms and containerization technologies
Excellent project management and problem-solving skills

Minimum Qualifications and Experience

- The ideal candidate must have a minimum qualification of a Bachelor's Degree in either Information Communication Technology and Computer Science from an accredited institution.

- Applicant must have 5 years' work experience
- ICTAM Membership

Grade : ES5
Location : ESCOM Head Office - ICT
Supervised by : Director of ICT

Purpose of the Job

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

Key Duties and Responsibilities

1. Develop efficient Business systems and procedures
2. Provide technical support in the operation of Business systems.
3. Monitor Business 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 Business system and document all system enhancement requests
6. Identify and execute Business solutions on systems and prepare analysis on the same.
7. Analyze, identify and provide solutions to Business system issues.
8. Perform tests and validation for Business systems
9. Provide assistance in effective configuration of all systems.
10. Analyze user requirements for Business 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
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 either Information Communication Technology and Computer Science from an accredited institution.

Applicant must have 5 years' work experience.

ICTAM Membership

Grade : ES5
Location : Head Office – Business Transformation
Supervised by : Business Transformation Manager

Purpose of the Job

To be responsible for the development and continuous enhancement/re-engineering of business processes and operations

Key Duties and Responsibilities

1. Developing and maintaining a culture of Continuous Improvement, promoting best practice, encourage open conversation, feedback and action.
2. Facilitating business re-engineering and change
3. Developing change management tools and facilitating organizational engagement during major change events.
4. Leading and coordinating the development of innovation and digitalization strategy.
5. Facilitating the adoption of innovation and digitalization culture within the Organisation.
6. Providing input into the delivery of new products/services
7. Fostering and maintaining positive relationships with key stakeholders
8. Embedding a strong customer culture through excellent service and quality at an optimal cost to serve.

Attributes and competencies

Must be highly proficient at process mapping, process design of business operations and processes.

Must be aware of continuous improvement strategies, KPIs and tools such as 6 sigma.

Experienced in quality improvement and quality assurance processes.

Must be forward-thinking and adaptable to dynamic situations

Have a solid understanding of innovation and digitalization and how it should be applied in business

Must possess excellent interpersonal, leadership, and communication skills

Minimum Qualifications and Experience

Bachelor's Degree in either Business Administration/Commerce/Entrepreneurship/Engineering/Business Information Technology/Industrial Engineering.
Five (5) years' relevant work experience.
Relevant Professional Body Membership.

Grade : ES5
Location : ESCOM Head Office – Business Transformation
Supervised by: Business Transformation Manager

Purpose of the Job

To develop the Corporation's long-term and short-term strategic initiatives and providing guidance through the implementation processes

Key Duties and Responsibilities

1. Facilitating processes to design and document appropriate strategic goals and related projects
2. Initiating and leading in the formulation and review of KPIs and corporate policies, budgets, standards and regulations
3. Overseeing development of Licensee business/project plans and programmes to ensure that they are properly aligned with strategic objectives
4. Monitoring and evaluating programmes, projects and activities implemented across ESCOM to ensure that they are aligned to Corporation's strategic goals and meeting targets and timelines
5. Cooperating with business units in the Corporation to execute strategies.
6. Identifying and conveying strategic risks and mitigating measures.
7. Communicating strategy throughout the organization.
8. Overseeing the execution of business initiatives.
9. Measuring performance and progress against KPIs
10. Leading and coordinating tariff formulation processes, tariff tracking and annual reviews

Attributes and competencies

Must have strong experience in strategy development and implementation

Must possess good understanding of the business vision and mandate

Must be experienced in performance measurement and KPI development

Must possess good communication skills and report writing skills

Must have good leadership skills, and lateral thinking; high sense of professionalism

Must possess good skills in project management.

Minimum Qualifications and Experience

The Ideal Candidate must have a Bachelor's Degree in either Economics, Business Administration and Strategic Management

5 years' relevant work experience.

Relevant Professional Body Membership

Grade	:	ES6
Location	:	ESCOM Head Office – Business Transformation
Supervised by	:	Chief Strategy and Commercial Officer

Purpose of the Job

To lead large-scale changes within an organization.

Key Duties and Responsibilities

1. Facilitating processes to design and document appropriate strategic goals and related projects
2. Initiating and leading in the formulation and review of KPIs and corporate policies, budgets, standards and regulations
3. Overseeing development of Licensee business/project plans and programmes to ensure that they are properly aligned with strategic objectives
4. Monitoring and evaluating programmes, projects and activities implemented across ESCOM to ensure that they are aligned to Corporation's strategic goals and meeting targets and timelines
5. Leading and supporting management in application and implementation of new policies and procedures.
6. Carrying out data collection, validation and analysis to come up with reports required by Management and key stakeholders
7. Initiating and coordinating research on general policy issues regarding electricity supply/demand, customer needs, technology changes, and other pertinent issues to enhance Company performance and financial sustainability
8. Participating in donor funded project negotiations
9. Ensuring timely preparation of performance reports to aid decision making by Management and key stakeholders

Attributes and competencies

Must have strategy development and implementation skills

Must possess effective communication and report writing skills

Must have emotional intelligence

Must have thorough organizational abilities

Must demonstrate ability to manage multiple, simultaneous and shifting demands, priorities and tight deadlines

Minimum Qualifications and Experience

Ideal candidate must have Bachelor's Degree in either Economics, Business Administration, Electrical Engineering or Strategic Management.

4 years' relevant work experience.

Relevant Professional Body Membership.

Grade : ES6
Location : Head Office – Business Transformation
Supervised by : Chief Strategy and Commercial Officer

Purpose of the Job

Responsible for provision of economic/financial analysis to promote efficiency and viability in the provision of electricity services.

Key Duties and Responsibilities

1. Evaluating Tariff applications
2. Monitoring the implementation of tariffs
3. Analyzing quarterly data on tariff implementation
4. Assisting in tariff implementation reviews
5. Assisting in data analysis for annual energy sector report

Attributes and competencies

- Must have electricity tariff management skills
- Must demonstrate good understanding of tariff calculation and implementation
- Must have good communication skills
- Must possess problem-solving and analytical skills

Minimum Qualifications and Experience

- The ideal candidate must have a minimum qualification of a Bachelor's Degree in Economics, Business Administration and Strategic Management from an accredited institution
- Applicant must have 4 years' relevant work experience
- Relevant Professional Body Membership.



VACANCIES

22. Senior Innovation & Digitalization Officer

1 Position

Grade : ES6
Location : ESCOM Head Office – Business Transformation
Supervised by: Chief Process Improvement and Innovation Officer

Purpose of the Job

To lead the transformation agenda of the Corporation aimed at moving towards modern digitized and innovative business operations

Key Duties and Responsibilities

1. Leading digital transformation and innovation efforts across the entire corporation in line with strategic aspirations
2. Setting and implementing digital strategy to transition from traditional to digital processes
3. Breaking down data silos, promoting a digital culture and building a digital business technology platform
4. Evaluating systems to measure their success
5. Being the centre of expertise for innovation
6. Implementing data analytics effectively into business processes
7. Ensuring business intelligence systems meet organizational requirements.
8. Supporting the development and marketing of new products and services.
9. Uncovering new digital business opportunities
10. Building relationships externally with vendors, startups and third-party stakeholders
11. Driving the transformation agenda of the Corporation to reach its strategic aspirations
12. Creating a process optimization program with use of modern techniques
13. Continuously reviewing and initiating changes to enhance innovation and optimization of processes
14. Leading in the acquisition, development and installation of major information/operations systems for the Corporation
15. Providing advice on evaluation, selection, implementation and maintenance of information systems

Attributes and competencies

- Business acumen
- Extensive understanding of digital structures and products
- Broad technology awareness
- Project management



VACANCIES

- Data understanding

Minimum Qualifications and Experience

- The Ideal Candidate must have a Bachelor's degree in Business Administration, Commerce, Entrepreneurship, Industrial Engineering, Business Information Technology, Electrical Engineering, Information Communication Technology
- Must have 4 years relevant experience
- Relevant Professional Body membership



VACANCIES

23. Senior Change Management & Process Improvement Officer

1 Position

Grade	:	ES6
Location	:	ESCOM Head Office – Business Transformation
Supervised by	:	Chief Process Improvement and Innovation Officer

Purpose of the Job

To be responsible for creating and implementing process improvement and change management strategies/plans that maximize employee adoption and minimize resistance.

Key Duties and Responsibilities

1. Analyzing company processes and designing process improvements to meet business goals.
2. Investigating shortfalls, issues, and complaints in current business processes and developing enhancement strategies
3. Coordinating, planning and executing process improvement projects and initiatives
4. Providing consultation on the use of re-engineering techniques to improve process performance and product quality.
5. Developing process improvement and change management policies and strategies to support adoption of the changes management techniques within the Corporation
6. Optimizing or redesigning process flows to meet project requirements.
7. Maintaining and updating all process related documents for reference purposes.
8. Training resources in process improvement techniques.
9. Collaborating with other stakeholders to enhance productivity and staff satisfaction.
10. Training, mentoring, and guiding staff in new processes
11. Developing change management processes/tools to support integration and engagement with change management principles.
12. Preparing impact analyses and evaluation of the actual impact of changes, and assessing change readiness
13. Identifying, analyzing and preparing risk mitigation tactics, and identify and manage anticipated resistance to change.

Attributes and competencies

- Must have good organizational leadership skills



VACANCIES

- Must possess strategic analysis and planning skills good knowledge of continuous improvement tools such as 6 sigmas.
- Must have knowledge of change Management principles and Best Practices
- Must possess excellent digital analysis skills
- Must have problem solving skills

Minimum Qualifications and Experience

Bachelor's Degree in either Business Administration, Commerce, Entrepreneurship, Industrial Engineering, Business Information Technology, Electrical Engineering, Information Communication Technology.

Four (4) years' relevant work experience.

Relevant Professional Body Membership.



VACANCIES

24. Senior Communications Officer

1 Position

Grade : ES6
Location : ESCOM Head Office -Public Relations Office
Supervised by: Chief Public Relations Officer

Purpose of the Job

To facilitate and manage corporate communications, facilitate inter-departmental communication, manage and attend to customer and stakeholder inquiries and requests, and provide operational support and assistance to the efficient implementation of a broad range of service delivery, in compliance with the Corporation's strategic objectives.

Key Duties and Responsibilities

1. Handling stakeholders and customer queries/ requests and provide feedback.
2. Conducting communications audit
3. Packaging and disseminating project information internally and externally.
4. Coordinate with Public Relations to amplify communication messages on various platforms.
5. Work hand-in-hand with Marketing and Public Relations to support branding and visibility activities.
6. Enhance internal communication among sections and departments and manage feedback.
7. Develop communication manuals for projects and activities

Attributes and competencies

- Impeccable skills in Microsoft office packages (Excel, Word, PowerPoint etc)
- Effective skills in managing customer and stakeholders' relations
- Effective public speaking, verbal and written communication skills
- The ability to manage time effectively in a high-pressure setting
- Ability to develop and implement communication strategies
- Content generation, photography, videography and graphic design skills
- 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



VACANCIES

- The Ideal Candidate must have a Bachelor's Degree in either Business Communication/Mass Communication/Marketing/Public Relations/Journalism
- Relevant Professional Body.
- 4 years' practical experience as a communications officer. Knowledge of corporate communications especially in the energy sector would be an added advantage.



VACANCIES

25. Senior ICT Officer (Networks)

1 Position

Grade : ES6
Location : ESCOM Head Office - ICT
Supervised by : ICT Manager

Purpose of the Job

To build and maintain the day-to-day operation of computer networks that ESCOM relies on.

Key Duties and Responsibilities

1. Develop and implement strategies, policies, and procedures for network and telecommunications operations
2. Plan and manage the lifecycle of network and telecommunications hardware and software
3. Oversee the design, implementation, and maintenance of LAN and WAN infrastructure
4. Ensure the availability, reliability, and scalability of network and telecommunications services
5. Implement and maintain appropriate security controls for network and telecommunications infrastructure components
6. Develop and maintain disaster recovery and business continuity plans for network and telecommunications services
7. Establish and monitor key performance indicators (KPIs) for network and telecommunications operations
8. Lead and develop a team of skilled network and telecommunications engineers
9. Stay up-to-date with emerging technologies and industry best practices for network and telecommunications infrastructure management

Attributes and competencies

Strong understanding of network technologies, protocols, and concepts such as TCP/IP, OSPF, BGP, MPLS, VLANs, etc.

Hands-on experience with network devices from vendors such as Cisco, Juniper, Arista, F5

Knowledge of network security principles and technologies such as firewalls, VPNs, IDS/IPS

Experience with network monitoring and troubleshooting tools such as Wireshark, Solarwinds, Nagios



VACANCIES

Familiarity with network automation and orchestration tools such as Ansible, Puppet, Chef

Minimum Qualifications and Experience

The Ideal Candidate must have a Bachelor's degree either Information Communication Technology and Computer Science from an accredited institution.

Applicant must have 4 years' work experience

ICTAM Membership



VACANCIES

26. Senior Performance Monitoring and Reporting Officer

2 Positions

Grade : ES6
Location : Blantyre – SMO and Transmission Licensees
Supervised by : Director

Purpose of the Job

Responsible for the Directorate performance monitoring and reporting by undertaking detailed, independent analyses of the performance of the directorate as the SMO Licensee.

Key Duties and Responsibilities

1. Develop and apply system performance monitoring and evaluation tools.
2. Apply a range of data analysis techniques to enable directors and managers to have a detailed understanding of the effectiveness of systems, potential risks and potential lines of enquiry that require further review or audit.
3. Sound qualitative and quantitative performance analyses.
4. Prepare System Performance reports.
5. Make Presentations to SMO/Transmission Sections, divisions, departments, and tracing target for improved results.
6. Carry out data quality assessments / audits regularly on agreed indicators to guide decision making.
7. Develop and maintain a process for gathering, validating, and analyzing performance information relating to corporate plans/strategies, key policies and standards, service effectiveness and risk.
8. Develop a clear and achievable annual work plan that illustrates forthcoming priorities based on analysis of available data and intelligence.
9. Identify performance monitoring gaps, clarify the implications of the gaps, and make recommendations as to how the gaps should be addressed.
10. To work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.

Attributes and competencies

- Impeccable skills in Microsoft office packages (Excel, Word, PowerPoint etc.)
- Excellent knowledge of Microsoft Excel formulas is essential; and knowledge of Power Query is desirable.
- Expertise and experience in defining data requirements and developing new business systems to meet those requirements.
- Effective verbal and written communication abilities



VACANCIES

- 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
- Ability to work with managers from a range of departments, and divisions; and the necessary skills to interpret their management needs into data processes.

Minimum Qualifications and Experience

- The ideal candidate must have a minimum qualification of a Bachelor's Degree Engineering or Economics or Accounting or Applied Mathematics and Statistics.
- 4 years' relevant work experience
- Relevant professional body Membership



VACANCIES

27. Senior Engineer (Loss Reduction & Investigations)

1

Position

Grade : ES6
Location : Distribution Licensee Main-Revenue Protection
Supervised by: Revenue Protection Manager

Purpose of the Job

To manage loss reduction initiatives and systems and ensure that thorough investigations are conducted in line with preventive and corrective loss reduction programs aimed at attaining high revenue collection efficiency and revenue assurance.

Key Duties and Responsibilities

1. Carry out investigations on detected thefts discovered through meter audits to ensure preventive and corrective measures are put in place.
2. Investigating potential theft sites, by recording witness statement, correcting, and preserving evidence.
3. Investigating theft of electricity on single and three phase system.
4. Carrying out door to door investigations on sampled customers to reinforce revenue assurance.
5. Delivering improvements in reporting mechanisms for identifying potential Revenue risk
6. Executing tip-offs operations relating to electricity theft
7. Carrying out disconnections on customers found with offences
8. Gathering intelligence from the external environment to aid Revenue Protection investigations
9. Documenting cases and providing witness in a court of law
10. Investigating issues of over consumption, low consumption and performing load analysis to come up with the correct bill for the customer.

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
- High level of integrity
- Excellent interpersonal skills



VACANCIES

- 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/Renewable Energy/Sustainable Energy Systems/Energy Engineering/ Metallurgy & Materials Engineering/Electronics/ICT from an accredited institution
Applicant must have 4 years' work experience.
MEI/ICTAM Membership



VACANCIES

28. Senior Engineer (Metering Standards & Monitoring)

1

Position

Grade : ES6
Location : Distribution Licensee Main-Revenue Protection
Supervised by: Revenue Protection Manager

Purpose of the Job

To manage the test laboratory and AMR system to ensure that ESCOM collects maximum Revenues for services dully provided and customers get high quality service.

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 laboratory
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. Gathering intelligence from the external environment to aid Revenue Protection investigations
9. Safeguarding software keys used on MD meters
10. Testing CTs, VTs and MU and sealing meters

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
- High level of integrity
- 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



VACANCIES

Degree in Electrical Engineering/Renewable Energy/Sustainable Energy Systems/Energy Engineering/ Metallurgy & Materials Engineering/Electronics/ICT from an accredited institution
Applicant must have 4 years' work experience.
MEI Membership



VACANCIES

29. Senior Engineer (Research & Development)

1 Position

Grade : ES6
Location : Blantyre.
Supervised by : Chief Engineer (DPC)

Purpose of the Job

To carry out Engineering research, designs, and specifications.

Key Duties and Responsibilities

1. Planning and implementing Engineering research programs
2. Designing or modifying Engineering designs and specifications
3. Evaluate and identify necessary modifications to specifications and designs
4. Researching and identifying new technologies to enhance the distribution business of ESCOM
5. Designing new Engineering products, work procedures, and processes to enhance cost-efficiency and quality of service delivery
6. Investigating and evaluating the practical applicability of scientific theories and Engineering principles to support the development and improvement of various Engineering systems.
7. Leading in the reviewing of technical policies and standard operating procedures (SOPs).

Attributes and competencies

Engineering Researching skills

Keen interest in tracking the latest engineering designs and specifications

Ability to analyze engineering products, procedures, and processes

Ability to critique scientific theories and engineering principles

Ability to enhance efficiency and quality service delivery in Power distribution

Registered with the Malawi Institute of Engineers (MIE)

Technological / engineering expertise

Financial literacy



VACANCIES

R+ D knowledge
Regulatory engagement
Communication skills

Minimum Qualifications and Experience

Bachelor's Degree in Electrical Engineering/Renewable Energy/Sustainable Energy Systems/Energy Engineering/ Metallurgy & Materials Engineering/.
Four years of work experience.
MEI Membership



VACANCIES

30. Senior Human Resource Officer

2 Positions

Grade : ES6
Location : Regional Office - Human Resource Management
Reports to : Human Resources Manager

Purpose of the Job

To provide quality support in the performance of various human resource functions, which include recruitment, staffing, training and development, performance monitoring and employee counseling.

Key Duties and Responsibilities

1. Drafting employment contracts in liaison with departmental/sectional heads;
2. Planning, coordinating, monitoring and evaluating staff development programmes at regional level;
3. Interpreting human resource practices, policies and labour laws to staff
4. Implementing human resource decisions such as dismissals, termination, transfers and promotions
5. Managing staff leave, advances, loans and welfare programmes at regional level
6. Coordinating the process of regional staff recruitment, placement, and appraisals in line with ESCOM recruitment and performance management policies and procedures
7. Providing secretarial services to the Disciplinary Committee
8. Conducting benefits enrolment for new staff and reconcile benefits statements
9. Processing entitlements and benefits of employees
10. Conducting of training needs analysis
11. Managing the Regional payroll

Attributes and competencies

- Impeccable skills in Microsoft office packages (Excel, Word, PowerPoint etc)
- Effective verbal and written communication skills
- Excellent interpersonal skills
- Good Analytical Skills
- Critical-thinking and assertiveness abilities
- Detail-oriented personality



VACANCIES

- The ability to operate effectively both independently and as part of a team
- Good understanding of labour laws governing employment in Malawi

Minimum Qualifications and Experience

- Bachelor's Degree in Human Resource Management, Public Administration, Business Administration from an accredited University
- Be a registered member of a Professional Body e.g IPMM
- Four years' practical experience as a generalist HR practitioner



VACANCIES

31. Senior Human Resource Officer (Training & PD)

1 Position

Grade	:	ES6
Location	:	ESCOM Training Centre, Mpemba
Reports to	:	Chief Human Resource Officer (P&D)

Purpose of the Job

To provide human resource planning and facilitate learning and development of staff

Key Duties and Responsibilities

1. Developing human resource planning and development policies, procedures and systems
2. Developing staff training and induction materials;
3. Providing technical advice on training matters to line managers and staff;
4. Coordinating implementation of training and staff development plans and activities;
5. Conducting training needs assessments;
6. Preparing short-term and long-term projections of manpower requirements in the Corporation
7. Organizing and facilitating training and orientation sessions;
8. Evaluating implemented training programmes to measure results;
9. Maintaining staff skills inventory
10. Servicing Training Committee;
11. Providing career guidance services and succession planning;
12. Preparing training and development 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



VACANCIES

Bachelor's Degree in Human Resource Management, Business Administration or Public Administration or Education from an accredited University

Four years' relevant work experience in HR generalist role or training and development

Be registered member of a professional body e.g IPMM



VACANCIES

32. Principal

1 Position

Grade	:	ES6
Location	:	ESCOM Training Centre, Mpemba
Reports to	:	Chief Human Resources Officer (P&D)

Purpose of the Job

To facilitate the identification of training needs, design, manage and implement effective training programmes.

Key Duties and Responsibilities

1. Implementing and monitoring training activities being carried out at the Training Centre
2. Liaising with Technical Training Institutions for provision of Apprenticeship and/ or industrial Attachments
3. Overseeing the development, implementation and review of the training curriculum and programmes at the Centre;
4. Ensuring efficient administration, discipline, welfare and recreation of all members of staff under his/her command;
5. Managing research activities of the Training Centre;
6. Collaborating with relevant stakeholders in the provision of ESCOM training programmes;
7. Stocking the library and keeping it up to date
8. Facilitating registration, accreditation and renewal of membership of local and international bodies

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



VACANCIES

- Bachelor's Degree in Education, Human Resource, Engineering, Public Administration from an accredited university
- Four years' relevant work experience preferably in a training department or institution.
- Relevant Membership Body



VACANCIES

33. Senior Internal Auditor – ICT

1 Position

Grade : ES6
Location : Head Office – Internal Audit Department
Supervised by : Financial and Systems Audit Manager

Purpose of the Job

To design, plan, and implement internal audit ICT activities, plans and programs after taking into consideration its risk assessments.

Key Duties and Responsibilities

1. Preparing ICT audit plans and programmes
2. Providing input in the development and review of audit procedures, policies, strategies, plans, budgets and programmes
3. Carrying out ICT audits
4. Reviewing systems to identify internal control weaknesses and making recommendations for their improvements
5. Supporting ICT fraud investigations and submit timely reports
6. Ascertaining comprehensive documentation of ICT audit work
7. Performing pre- and post- implementation reviews of ICT system implementations or enhancements
8. Reviewing audit reports to ensure that evaluation, analysis and assessment of
9. controls have been properly done and appropriate recommendations for improvements have been made wherever necessary.
10. Providing quarterly audit summaries.
11. Attending court proceedings where necessary.
12. Conducting special assignments and any other reasonable and lawful instructions

Attributes and competencies

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



VACANCIES

Minimum Qualifications and Experience

Bachelor's Degree in either Computer Science, Information Communication Technology from an accredited institution.

Four (4) years relevant work experience plus possession of a recognized certification in the industry such as the Certified Information Systems Security Professional (CISSP) or the Certified Information Systems Auditor (CISA).

IIA/ICTAM Membership.



VACANCIES

34. Senior Security Officer

1 Position

Grade : ES6
Location : Head Office – Security Services
Supervised by : Chief Security Officer

Purpose of the Job

To support provision and management of security services

Key Duties and Responsibilities

1. Participating in developing, reviewing and ensuring implementation of security plans, programmes, standards, policies, and procedures
2. Preparing security-related documents, reports, proposals, and tactical/strategic initiatives
3. Facilitating background checks on the employees hired by the Corporation
4. Training security professionals or other members of staff in security rules, policies and procedures
5. Managing security for special and high-profile corporate events as delegated
6. Advising staff on security issues
7. Escorting staff and visitors when necessary
8. Participating in supervising outsourced security personnel
9. Coordinating with public law enforcement and other agencies as/when required.
10. Investigating security incidences
11. Assisting in emergency management and contingency planning
12. Conducting periodic and unscheduled patrols of premises
13. Facilitating timely servicing of firearms
14. Maintaining the operation of CCTV and Biometric systems
15. Conducting and supervising investigations and attending to court cases whenever required

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



VACANCIES

- The ability to operate effectively both independently and as part of a team
- Physically fit and without criminal record

Minimum Qualifications and Experience

- Bachelors' Degree in Security Studies or Business Administration.
- Applicants must have four (4) years relevant work experience



VACANCIES

35. Senior Social & Gender Inclusion Officer

1 Position

Grade : ES6
Location : Head Office
Supervised by : Chief Social & Gender Inclusion Officer

Purpose of the Job

Social & Gender integration in all the Corporation's functions, systems, programmes and activities.

Key Duties and Responsibilities

1. Provide general oversight supervision and coordination of SGI activities in the Corporation.
2. Prepare workplans for the department, monitor and report the implementation of the same.
3. Conceptualize, design, and implement various social & gender integration and anti-sexual harassment programmes.
4. Review various Corporation's standard documents to analyze and integrate Social and Gender Issues
5. Plan, Organize and conduct capacity building on Social and Gender Integration to all staff.
6. Build capacity of the Social & Gender Focal Points to budget, plan and implement SGI activities in their respective departments and stations.
7. Lobbying and advocacy on Social and Gender issues.
8. Conduct research and development activities, audit, and impact evaluation exercises on social & gender inclusion in the Corporation to inform further programming.
9. Create and maintain an accurate and up to date Social and Gender Database including documentaries and success stories.
10. Compile monthly and quarterly Corporation wide SGI performance reports and follow up on the performance of all KPIs.

Attributes and competencies

- Excellent communication and interpersonal skills and highly analytical
- Strategic conceptualization and leadership skills
- Self-driven and passionate, highly innovative and creative
- Sound knowledge of rights-based approaches to development and gender-based laws.
- Sound knowledge and application of national and international social and gender instruments, principals, and indicators.
- Strong research and data analysis, report writing and data management skills.
- High computer literacy with statistical software skills and excellent analytical skills.

Minimum Qualifications and Experience



VACANCIES

Bachelor's degree in Social Sciences, Gender Studies, Social Work.
4 years proven and relevant experience.



VACANCIES

36. Senior Legal Services Officer

1 Position

Grade	:	ES6
Location	:	ESCOM Head Office
Supervised by	:	Chief Legal Services Officer

Purpose of the Job

To manage and ensure provision of quality legal support, litigation and advisory services to management and staff

Key Duties and Responsibilities

1. Conducting civil and criminal litigation in the courts of law on behalf of the Corporation.
2. Conducting legal research and preparing legal opinions on various matters.
3. Participating in negotiations and drafting of national, regional and international Power Purchase/Supply Agreements
4. Drafting and/or reviewing legal contracts and monitoring legal obligations under such contracts.
5. Providing advice on matters relating to statutory compliance by the corporation.
6. Maintaining a database of the status of all court matters involving the Corporation.
7. Liaising with and ensuring professional and diligent conduct of legal matters on behalf of the Corporation by Legal Practitioners under retainer-ship agreements
8. Submitting reports in line with the reporting requirements on Key Performance Indicators.
9. Representing the Corporation at arbitration hearings and in all matters before quasi-Judicial bodies.

Attributes and competencies

- Strong communication and organizational skills
- Strong legal research skills
- Excellent negotiation skills
- Excellent legal drafting skills
- Good interpersonal skills
- Sound knowledge of applicable legal and regulatory framework
- Be of high integrity
- Experience in Civil & Criminal litigation, and ADR

Minimum Qualifications and Experience

- Bachelor's Degree in Law from an accredited institution.



VACANCIES

- Valid license to practice law in Malawi.
- At least 4 years' law practice experience.
- Malawi Law Society Membership



VACANCIES

37. **Social & Gender Inclusion Officer** 1 **Position**

Grade : ES7
Location : Head Office
Supervised by : Senior Social & Gender Inclusion Officer

Purpose of the Job

To support social and gender integration in ESCOM's functions, systems, programmes and activities in the various Divisions.

Key Duties and Responsibilities

1. Plan, Initiate and conduct various gender and social inclusion programmes at Division level.
2. Monitoring and enforcing the implementation of the Social and Gender Inclusion Policy, Anti-Sexual Harassment Policy and Mental Wellness Policy
3. Provide inputs to gender and inclusive annual work plan and budgeting and monitor actions.
4. Create and increase visibility, knowledge and awareness on Social and gender inclusion through various activities.
5. Design and implement capacity building initiatives in relation to gender and social inclusion in line with the corporate strategy.
6. Enforce collection of sex disaggregated data in all areas,
7. Compile and share success stories to accelerate institutionalization.
8. Maintain accurate database on social and gender inclusion.
9. Compile various periodic and activity reports.
10. Conduct various social and gender related assessments and studies to inform programming.
11. Conducting various pipeline building activities at Division level.
12. Facilitate the acceleration of Gender Responsive procurement in the Division.
13. Assist in accelerating mechanization activities in the Divisions.

Attributes and competencies

Sound knowledge of and passionate about rights-based approaches to development and gender-based laws.

Excellent Analytical, planning and conceptualization skills.

Excellent communication, interpersonal and advocacy skills,

Minimum Qualifications and Experience



VACANCIES

Bachelor's degree in Social Sciences, Gender Studies, Social Work.
3 years proven and relevant experience.



VACANCIES

38. Procurement and Assets Disposal Officer

1 Position

Job Title	:	Procurement and Assets Disposal Officer
Grade	:	ES7
Location	:	ESCOM Head Office/Regional Electricity Offices
Reporting to	:	Senior Procurement and Assets Disposal Officer
Responsible for	:	Assistant Procurement and Assets Disposal Officer

Purpose of the Job

To provide operational procurement and asset disposal leadership and ensure that procurement and disposal of assets is in line with the existing and applicable Public Procurement and disposal of assets legal framework, the Corporation's policies and regulations whilst ensuring economy, efficiency, transparency, fairness, accountability, ethical standards and promotion of competition among others

Key Duties and Responsibilities

1. Drafting procurement contracts for goods, works and services, and conduction all procurement administration tasks relevant to contracts
2. Implementing, monitoring and proposing reviews of internal procurement and asset disposal policies, procedures, standards and regulations
3. Producing supplier performance reports
4. Preparing minutes and reports for the IPDC, Management and the PPDA as delegated by the Manager
5. Interpret procurement and asset disposal policies and regulations
6. Preparing requests for quotations and bid documents
7. Coordinating the closing, opening and evaluation of bid documents as delegated by the Manager
8. Liaising with requisitioning units to come up with correct product and service specifications.
9. Providing advice to staff and management on procurement and asset disposal matters

Attributes and competencies



VACANCIES

High level of attention to details
Interpersonal relationship
communication skills
presentation skills
professionalism and adherence to good work ethics

Minimum Qualifications and Experience

A minimum of a Bachelor's degree from a recognised and reputable university in either Procurement, Logistics Management, Supply Chain Management.

Professional membership with preferably Malawi Institute of Procurement and Supply (MIPS) and Chartered Institute of Procurement and Supply (CIPS).

3 years' relevant work experience in the field /industry

Job Title	: Financial Accountant
Grade	: ES7
Location	: SBL Head Office
Department	: Finance
Reporting to	: Senior Accountant

Purpose of the Job

To provide leadership, direction, and guidance on financial activities in an efficient and effective manner to enable SBL to achieve its goals.

Key Duties and Responsibilities

1. Undertake an economic and financial review of new and old Power Purchase Agreements and advise the financial impact of economic and financial risk
2. Review financial models provided by proposed IPPs.
3. Carry out due diligence regarding the financial capacity and readiness of IPPs from the financial and commercial aspects.
4. Receive and validate invoices with the collaboration of SMO
5. Participate in PPA negotiations
6. Raise invoices for the electricity sold to Distribution Licensees, Bulk customers, and exports to the regional electricity market.
7. Reconcile, analyze and update payments to all licensees and IPPs.
8. Carry out the impact of IPP pricing on end-user tariff customers using ESCOM revenue requirements.
9. Evaluate the impact of any guarantee required by IPPs on for PPAs.
10. Carry out Cash flow management and budgetary control of the Single Buyer
11. Coordinate and facilitate annual financial audits
12. Enforce compliance with tax laws, accounting standards and other regulatory standards
13. Prepare financial plans, budgets, and reports

Knowledge, Skills and Abilities

Good communication and listening skills
Analytical and critical thinking skills
Attention to detail
Problem-solving and negotiation skills

Minimum Qualifications and Experience

Bachelor's degree in Accounting/Finance or Chartered Accountant
Three years relevant Work experience
ICAM/ACCA/CIMA/ACA Membership

Grade : ES7
Location : ESCOM Head Office - ICT
Supervised by : Senior ICT Officer (Networks)

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. Developing, operating, and maintaining voice, wireless, video, and data communications systems and improve resilience of the current environment
2. 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
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

Strong understanding of network technologies, protocols, and concepts such as TCP/IP, OSPF, BGP, MPLS, VLANs, etc.

Hands-on experience with network devices from vendors such as Cisco, Juniper, Arista, F5

Knowledge of network security principles and technologies such as firewalls, VPNs, IDS/IPS

Experience with network monitoring and troubleshooting tools such as Wireshark, Solarwinds, Nagios

Familiarity with network automation and orchestration tools such as Ansible, Puppet, Chef

Minimum Qualifications and Experience

The Ideal Candidate must have a Bachelor's Degree either Information Communication Technology and Computer Science from an accredited institution.

Applicant must have 3 years' work experience.

ICTAM Membership.

41. ICT Officer (Systems Programming)

1 Position

Grade : ES7
Location : ESCOM Head Office - ICT
Supervised by : Senior ICT Officer (Application Development)

Purpose of the Job

To design, develop, test, and maintain software applications.

Key Duties and Responsibilities

1. Design, develop, and maintain software applications using programming languages such as JavaScript, Python, etc.
2. Write clean, well-documented, and efficient code
3. Collaborate with product managers, designers, and other developers to understand requirements and deliver high-quality solutions
4. Identify and fix bugs and performance issues
5. Participate in code reviews to maintain code quality
6. Stay up-to-date with the latest programming trends, technologies, and best practices
7. Contribute to all phases of the development lifecycle

Attributes and competencies

Strong proficiency in one or more programming languages such as Python, JavaScript, etc.

Experience with software development methodologies such as Agile and Scrum

Knowledge of algorithms, data structures, and software design patterns

Familiarity with version control systems like Git

Minimum Qualifications and Experience

The Ideal Candidate must have a Bachelor's Degree in either Information Communication Technology and Computer Science from an accredited institution.

Applicant must have 3 years' work experience.

ICTAM Membership

Grade	:	ES7
Location	:	ESCOM Training Centre, Mpemba
Reports to	:	Senior Human Resources Officer (PMS & Remuneration)

Purpose of the Job

To assist with coordination and facilitation of the implementation of the Performance Management System (PMS) and remuneration policies, ensuring their alignment to ESCOM's business objectives.

Key Duties and Responsibilities

1. Assists in providing technical advice on performance management matters to management and staff;
2. Assists in facilitating formulation of performance agreements and appraisals;
3. Supports in identifying employees' performance gaps and recommend appropriate interventions;
4. Assists in planning and managing implementation of performance management activities;
5. Supports induction on performance management to managers, supervisors and staff;
6. Assists in managing the performance management information system;
7. Supports monitoring adherence to ESCOM's performance management calendar;
8. Assists in the preparation of performance management reports;
9. Assists in servicing of relevant PMS and remuneration committees;
10. Supports administration of remuneration policies including salary packaging
11. Assist in ensuring the accuracy of calculation and payment of taxes, wages and other allowances.
12. Supports coordination of reviews of job grading and remuneration packages

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 Human Resource Management, Business Administration, Public Administration from an accredited university

3 years' experience in performance management, and general human resource practices and processes.

Be registered member of a professional body e.g IPMM

Grade : ES7
Location : ESCOM Head Office - Human Resource and Administration
Supervised by: Chief Security Officer

Purpose of the Job

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

Key Duties and Responsibilities

1. Patrolling premises regularly to identify security issues/threats
2. Providing input/support in developing security policies, procedures, budget, plans, and programmes
3. Implementing security policies and procedures, budget, plans, and programmes
4. Formulating strategies of controlling access into ESCOM premises for both ESCOM staff and visitors
5. Facilitating outsourcing of Security services and monitoring their performance
6. Monitoring and ensuring timely maintenance of surveillance cameras and equipment
7. Providing escort services to contractors and members of staff whenever necessary
8. Conducting threat assessment and integration
9. Safeguarding and updating firearms records
10. Attending to court cases whenever required
11. Facilitating timely servicing of firearms
12. Conducting and supervising investigations and security systems audit

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
- Physically fit and without criminal record

Minimum Qualifications and Experience

Bachelor's Degree in Security Studies or Business Administration from an accredited institution

3 years relevant work experience

Grade : ES7
Location : Head Office – Risk Management
Supervised by : Senior Risk Officer (Other Support Services)

Purpose of the Job

To identify and assess risks that could impede the reputation, safety, security financial or operational success of the organization

Key Duties and Responsibilities

- 1 Participating in the preparation of annual work plans and financial budgets for the Risk Management department.
- 2 Contributing to development of annual risk management plans for all financial operational processes for the Corporation
- 3 Assisting divisions and departments in the identification, assessment, setting of risk appetite levels, development of a risk awareness culture, exploitation of opportunities and mitigation of risks against achievement of the Corporation's objectives
- 4 Preparing of periodic reports for the risk management processes
- 5 Designing and implementing an overall risk management process for Finance and Procurement departments.
- 6 Performing risk assessments and analyses
- 7 Preparing risk reports tailored to the relevant audience
- 8 Producing and reviewing corporate documents
- 9 Any other duties as assigned from time to time by relevant authorities.

Attributes and competencies

- Impeccable skills in Microsoft office packages (Excel, Word, PowerPoint etc.)
- Team player
- Effective verbal and written communication abilities
- 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 either Accounting, Finance, Business Administration, Auditing, Risk Management.
- Applicants must have 3 years' work experience.
- IIA/ICAM Membership.

45. Internal Auditor – ICT

1 Position

Grade : ES7
Location : Head Office – Internal Audit Department
Supervised by : Senior Internal Auditor – ICT

Purpose of the Job

To assist in the design, plan, and implement internal audit ICT activities, plans and programs after taking into consideration its risk assessments.

Key Duties and Responsibilities

1. Assist in preparing ICT audit plans and programmes
2. Providing input in the development and review of audit procedures, policies, strategies, plans, budgets and programmes
3. Carrying out ICT audits
4. Reviewing systems to identify internal control weaknesses and making recommendations for their improvements
5. Supporting fraud investigations and submit reports thereon timely
6. Ascertaining comprehensive documentation of ICT audit work
7. Performing pre and post implementation reviews of ICT system implementations or enhancements
8. Reporting audit findings including areas of non-compliance and weaknesses in internal controls and making recommendations for improvement of internal controls to rectify weaknesses identified
9. Attending court proceedings where necessary
10. Conducting special assignments and any other reasonable and lawful instructions

Attributes and competencies

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

Minimum Qualifications and Experience

Bachelor's Degree in either Computer Science, Information Communication Technology from an accredited institution
Three (3) years relevant work experience.
ICTAM Membership

46. Marketing Officer (Training Center)

1 Position

Grade	:	ES7
Location	:	ESCOM Training Centre, Mpemba
Reports to	:	Chief Human Resources Officer (P&D)

Purpose of the Job

To develop and overseeing implementation of marketing strategy for client recruitment and retention.

Key Duties and Responsibilities

1. Developing and ensuring implementation of the marketing strategy for the Centre
2. Maintaining the corporate image of the Centre
3. Organizing and facilitating national media campaigns through building sound media relations.
4. Preparing an annual marketing calendar with required campaigns and promotions.
5. Facilitating the development, procurement and distribution of marketing material.
6. Producing monthly, quarterly and annual marketing reports for the service.
7. Attending relevant meetings of the Training Centre in order to capture marketing issues.
8. Developing the national budget for public relations and marketing
9. Monitoring and evaluating the strategies and take corrective action.
10. Developing collaborative partnerships with relevant stakeholders and clients.

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 Business Administration, Bachelor of Commerce, Marketing or Engineering from an accredited university
Three years' relevant work experience
Registered member of CIM

Grade : ES7
Location : Lilongwe and Mzuzu
Supervised by : Chief Engineer (DPO)

Purpose of the Job

To provide a comprehensive, professional, and effective wayleave management service that will enable the Licensee to continuously improve its wayleave management services.

Key Duties and Responsibilities

1. Participate in developing and reviewing wayleave policies, guidelines and procedures for the Licensee as requested.
2. Implement distribution wayleave policies, guidelines, and procedures.
3. Participate in the land assessment committees, negotiate with freehold land landowners, and review the settlement of all compensation claims to ensure that the corporation gets value for its servitude investment
4. Prepare wayleave registration systems and databases to enable easy cross-referencing and retrieval of information
5. Liaise with all interested and affected parties such as landowners and other land authorities in the acquisition of and registration of servitudes to avoid delays in implementing projects
6. Check new substation installations for compliance with the approved way leave and other statutory requirements
7. Participate and advise the selection and alignment of distribution land routes together with the appointed consultants to ensure optimal and cost-effective line routing.
8. Review and assess alleged damage claims and deliver a successful outcome
9. Design interventions and strategies to safeguard distribution wayleaves from encroachment
10. Manage and maintain a robust wayleave information management system.
11. Conduct wayleave awareness and civic education to internal and external stakeholders
12. Facilitate timely gazetting of distribution power line

Attributes and competencies

A clear understanding of wayleave policies, grid lines, procedures, and regulations

Ability to design and maintain Wayleave Information Management Systems

Ability to engage and negotiate with relevant Land Management Stakeholders

Integrity and trustworthy

Regulatory engagement

Communication skills

Registered with relevant professional bodies in Malawi

Minimum Qualifications and Experience

Applicants must possess a bachelor's degree in Social Sciences/Natural Sciences or Land Management/Social Work

Three (3) years' work experience.

Relevant Professional Body Membership



VACANCIES

48. Assistant Land Surveyor

4 Positions

Grade : ES 8
Location : Blantyre, Lilongwe & Mzuzu
Supervised by: Chief Engineer (DPO)

Purpose of the Job

To provide survey services for the Licensee to ensure continuous and reliable service to customers and safety assurance; and ensure that system designs are well documented

Key Duties and Responsibilities

1. Undertaking land surveys and measurements
2. Analysing survey-related data using plans, maps, charts, and computer applications
3. Carrying out staking, boundary control, horizontal and vertical controls, hydrographic, topographic, and Engineering surveys and other field survey activities.
4. Participating in establishing routes for power lines
5. Conducting assessments to ascertain the viability of proposed routes for power lines
6. Profiling routes for power lines
7. Recording survey measurements and descriptive data

Attributes and competencies

Hydrographic, Topographic, and Engineering Survey Skills

Analytical Knowledge of the Maps, Charts, and Computerised survey systems

Keen interest in survey details

Expert knowledge of GIS

Excellent survey reporting skills

Regulatory engagement

Communication skills

Registered with the Surveyors Institute of Malawi (SIM).

Minimum Qualifications and Experience

Bachelor's Degree in Land Survey.

Applicant must have one (1) year of work experience in land surveying

SIM Membership



VACANCIES

49. Assistant Draughtsman

3 Positions

Grade	:	ES8
Location	:	Blantyre, Lilongwe, Mzuzu
Supervised by	:	Chief Engineer (DPO)

Purpose of the Job

To carry out drafting and detailing of engineering (electrical, mechanical, civil) and architectural drawings

Key Duties and Responsibilities

1. Designing, detailing, and producing drawings
2. Digitizing and updating old drawings
3. Producing technically accurate and legally compliant plans/drawings
4. Checking and certifying drawings drawn by others
5. Producing drawings from sketches as provided by Engineers and others
6. Collecting and translating data into Engineering drawings

Attributes and competencies

- Good knowledge of electronic drafting packages
- Registered with the MEI/MIA
- Able to translate data into drawings
- Attention to detail
- Technical Skills
- Interpersonal skills

Minimum Qualifications and Experience

- The Ideal Candidate must have a Bachelor's degree in Electrical Engineering/Architecture
- Applicant must have a minimum of one (1) year work experience.
- MEI/MIA Membership.



VACANCIES

50. Assistant Wayleave Officer

2 Positions

Grade : ES8
Location : Blantyre Lilongwe
Supervised by: Wayleave Officer

Purpose of the Job

To undertake professional and effective wayleave management service in liaison with the relevant stakeholders.

Key Duties and Responsibilities

1. Assist the wayleave Officer in implementing distribution wayleave policies, guidelines, and procedures.
2. Participate in the land assessment committees, negotiate with freehold land landowners, and review the settlement of all compensation claims to ensure that the corporation gets value for its servitude investment
3. Prepare wayleave registration systems and databases to enable easy cross-referencing and retrieval of information
4. Liaise with all interested and affected parties such as landowners and other land authorities in the acquisition of and registration of servitudes to avoid delays in implementing projects
5. Check new substation installations for compliance with the approved way leave and other statutory requirements
6. Participate and advise the selection and alignment of distribution land routes together with the appointed consultants to ensure optimal and cost-effective line routing.
7. Review and assess alleged damage claims and deliver a successful outcome
8. Implement interventions and strategies to safeguard distribution wayleaves from encroachment
9. Manage and maintain a robust wayleave information management system.
10. Conduct wayleave awareness and civic education to internal and external stakeholders



VACANCIES

Attributes and competencies

A clear understanding of wayleave policies, grid lines, procedures and regulations

Ability to design and maintain Wayleave Information Management Systems

Ability to engage and negotiate with relevant Land Management Stakeholders

Integrity and trustworthy

Regulatory engagement

Communication skills

Registered with the relevant professional bodies in Malawi

Minimum Qualifications and Experience

Applicants must possess a bachelor's degree in Social Sciences/

Natural Sciences or Land Management/Social Work

One (1) years' work experience.

Relevant Professional Body Membership



VACANCIES

51. Assistant Engineer

38 Positions

Grade	:	ES8
Location	:	All stations in Malawi
Supervised by	:	Engineers

Purpose of the Job

To Assist various Engineers and Senior Engineers to meet their sections targets as they undergo a comprehensive professional and leadership training.

Key Duties and Responsibilities

1. Planning and leading implementation of construction, operations, and maintenance, as well as Revenue Protections plans and programmes in line with Corporation's goals, policies, and standards
2. Planning and controlling electricity outages in the area under his/her jurisdiction
3. Monitoring, inspecting, and certifying contracted out construction works
4. Providing specifications and quantities of the needed maintenance materials for procurement purposes.
5. Mobilizing and Organizing personnel for scheduled construction and maintenance work
6. Performing and organizing regular inspection of the distribution network and equipment to identify potential failures or defects
7. Facilitating proper tests of equipment before installation and re-installation
8. Commissioning of new power distribution substations after all the necessary quality assurance processes are fulfilled
9. Assisting in developing and reviewing construction and maintenance policies and programs
10. Participating in carrying out construction and maintenance work when need arises
11. Responding to queries on matters related to electricity distribution and supply
12. Monitoring to ensure quality customer services activities in line with the Customer Service Charter

Attributes and competencies

- Eager to learn.
- Energetic and physically fit
- Of Sober habits
- Team player
- Willing to work at odd hours



VACANCIES

- Customer focussed

Minimum Qualifications and Experience

The Ideal Candidate must have a Bachelor's degree in Electrical Engineering/Renewable Energy/Sustainable Energy Systems/Energy Engineering/Metallurgy & Materials Engineering/.

Applicants must have 1 year work experience.

MEI/MIA Membership



VACANCIES

52. Assistant Risk Officer (Technical Operations)

1 Position

Grade : ES8
Location : Head Office – Risk Management
Supervised by : Senior Risk Officer (Technical Operations)

Purpose of the Job

To identify and assess risks that could impede the reputation, safety, security financial or operational success of the organization

Key Duties and Responsibilities

1. Assisting in the preparation of annual work plans and financial budgets for the Risk Management department
2. Contributing to development of annual risk management plans for all licencees and technical operational processes for the Corporation
3. Assisting divisions and departments in the identification, assessment, setting of risk appetite levels, development of a risk awareness culture, exploitation of opportunities and mitigation of risks against achievement of the Corporation's objectives
4. Drafting periodic reports for the risk management processes
5. Assisting in designing and implementing an overall risk management process for all licencees and technical departments.
6. Performing risk assessments and analyses
7. Drafting risk reports tailored to the relevant audience
8. Participating in the development and reviewing of corporate documents
9. Any other duties as assigned from time to time by relevant authorities.

Attributes and competencies

- Competence in Microsoft office packages (Excel, Word, PowerPoint etc.)
- Team player
- Effective verbal and written communication abilities
- 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



VACANCIES

Minimum Qualifications and Experience

- The ideal candidate must have a minimum qualification of a Bachelor's Degree in either Electrical Engineering, Renewable Energy, Sustainable Energy Systems, Energy Engineering, Metallurgy & Materials Engineering.
- Applicants must have 1 year work experience.
- IIA/MEI Membership.



VACANCIES

53. Assistant Security Officer (Investigations)

9 Positions

Grade	:	ES8
Location	:	ESCOM Head Office
Supervised by	:	Regional Security Officer

Purpose of the Job

To carry out security investigations on all cases/incidences.

Key Duties and Responsibilities

1. Collecting, analysing, and preserving evidence relating to cases.
2. Leading crime-scene investigators or other law enforcement personnel at crimes scenes.
3. Collecting evidence and making informed decisions and conclusions leading to prosecution.
4. Conducting patrols of premises
5. Assisting in monitoring performance of outsourced security offices
6. Preparing detailed reports, file and maintaining all records while maintaining strict confidentiality.
7. Initiating investigations based on tip-offs
8. Coordinating execution of search and arrest warrants for suspects as necessary.
9. Testifying in court about findings and evidence

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
- Physically fit and no criminal record

Minimum Qualifications and Experience

Degree in Security Studies or Business Administration
1-year relevant work experience



VACANCIES

54. Assistant Risk Officer (ICT)

1 Position

Grade : ES8
Location : Head Office – Risk Management
Supervised by : Senior Risk Officer (Procurement, Finance & ICT)

Purpose of the Job

To identify and assess risks that could impede the reputation, financial or operational success of the organization in the area of ICT.

Key Duties and Responsibilities

1. Assisting in the preparation of annual work plans and financial budgets for the Risk Management department
2. Contributing to development of annual risk management plans for all ICT operational processes for the Corporation
3. Assisting ICT divisions and department in the identification, assessment, setting of risk appetite levels, development of a risk awareness culture, exploitation of opportunities and mitigation of risks against achievement of the Corporation's objectives
4. Drafting periodic reports for the risk management processes
5. Assisting in designing and implementing an overall risk management process for ICT and related departments such as Optic Fibre Communication (OFC).
6. Performing risk assessments and analyses using procedures, policies, and tools to identify and assess potential threats and vulnerabilities in IT infrastructure.
7. Drafting risk reports tailored to the relevant audience
8. Participating in the development and review of corporate documents
9. Any other duties as assigned from time to time by relevant authorities.

Attributes and competencies

- Competence in ICT system Security
- Skills in Microsoft office packages (Excel, Word, PowerPoint etc.)
- Team player
- Effective verbal and written communication abilities
- Excellent interpersonal skills
- Good Analytical Skills
- Critical-thinking and assertiveness abilities
- Detail-oriented personality



VACANCIES

- Ability to operate effectively both independently and as part of a team
- Ability to work under pressure and strict deadlines

Minimum Qualifications and Experience

- The ideal candidate must have a minimum qualification of a Bachelor's Degree in either Information Technology or Computer Sciences.
- Applicants must have 1 year work experience.
- ICTAM Membership.



VACANCIES

55. Assistant Procurement and Assets Disposal Officer

Positions

2

Grade	:	ES 8
Location	:	ESCOM Head Office/Regional Electricity Offices
Directorate	:	Procurement and Assets Disposal
Reporting to	:	Procurement and Assets Disposal Officer

Purpose of the Job

To undertake operational procurement and asset disposal and ensure that procurement and disposal is undertaken in line with the existing Public Procurement and Disposal of Assets legal framework and other related regulations.

Key Duties and Responsibilities

1. Drafting procurement contracts and processing of Local Purchase Orders for goods, works and services, and undertake all procurement administration tasks relevant to contracts
2. Producing supplier performance reports
3. Preparing minutes and reports for the sub IPDC,
4. Preparing requests for quotations and bid documents
5. Assist in the closing, opening and evaluation of bid documents
6. Liaising with requisitioning units to come up with correct product and service specifications.
7. Manage the receiving of delivered goods

Attributes and competencies

- i. Flexible and adaptable to change
- ii. Open and willing to learn
- iii. Interpersonal relationship
- iv. communication skills
- v. presentation skills
- vi. professionalism and adherence to good work ethics

Minimum Qualifications and Experience



VACANCIES

A minimum of a Bachelor's degree from a recognised and reputable university in either Procurement, Logistics Management or Supply Chain Management.

Professional membership with preferably Malawi Institute of Procurement and Supply (MIPS) and Chartered Institute of Procurement and Supply (CIPS).

1-year relevant work experience in the field /industry.



VACANCIES

56. Assistant Internal Auditor (Financial Audit)

1 Position

Grade : ES8

Location : Head Office – Internal Audit Department

Supervised by : Internal Auditor (Financial Audit)

Purpose of the Job

To provide audit services that ensure resources are generated and used in the most effective and efficient manner in pursuit of enhancing financial integrity and accountability.

Key Duties and Responsibilities

1. Assist in preparing audit plans and programmes
2. Providing input in the development and review of audit procedures, policies, strategies, plans, budgets and programmes
3. Carrying out financial audits
4. Reviewing systems to identify internal control weaknesses and making recommendations for their improvements
5. Carrying out investigations and submit reports.
6. Ascertaining comprehensive documentation of audit work
7. Ascertaining those systems are critically analyzed to establish procedural lapses and weaknesses that could facilitate irregularities or fraud.
8. Attending court proceedings where necessary.
9. Conducting special assignments and any other reasonable and lawful instructions.

Attributes and competencies

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



VACANCIES

Minimum Qualifications and Experience

Bachelor's Degree or equivalent qualifications in either Accounting, Finance or Auditing
1-year relevant work experience.
IIA/ICAM membership



VACANCIES

57. Assistant Stores Officer

1 Position

Grade : ES8
Location : MZUZU– Stores
Supervised by: Stores Officer

Purpose of the Job

To Assist managing and providing quality inventory services to all customers.

Key Duties and Responsibilities

1. Assisting in inventory reconciliation
2. Participating on quarterly stock taking.
3. Supervising the receiving and issuing stocks
4. Advising on re-order stock levels
5. Carrying out periodic stock taking
6. Assisting in stock adjustment
7. Reconciling delivery notes with purchase orders
8. Assisting in Production and follow up of matched and unmatched invoices.
9. Assisting in identifying slow moving and obsolete items.
10. Assisting in processing purchase requisitions.

Attributes and competencies

- Impeccable skills in Microsoft office packages (Excel, Word, etc.)
- Effective negotiation skills
- Problem solving.
- Integrity and trustworthy.
- Team Player.
- Leadership skills with purpose
- Attention to details

Minimum Qualifications and Experience

- The ideal candidate must have a minimum qualification of a Bachelor's Degree in Procurement, Supply Chain Management, Purchasing and Supply, Logistics Management.
- Applicant must have 1 year work experience.
- CIPS/MIPS Membership



VACANCIES

58. Senior Technician (Communications)

2 Positions

Grade : ES9
Location : BT/ LL – SMO Licensee
Supervised by : Engineer (Communication)

Purpose of the Job

To provide technical solutions for Communications Network for system utility and inter-utility communications in the assigned region

Key Duties and Responsibilities

1. Carrying out installation and configuration of communication equipment.
2. Identifying defects of communication equipment
3. Correcting/clearing faults of communication equipment
4. Assisting in preparation of technical plans for installation, operation & maintenance for communications network
5. Assisting in designing new Communications installations to ensure all the necessary requirements for smooth operation of the power system are catered for.
6. Assisting in developing and facilitating implementation of maintenance and expansion programs for Communication equipment

Attributes and competencies

- 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 Diploma from an accredited institution in Electrical/Electronic Engineering/Telecommunications/ICT
- 3 years' experience with at least 2 years' experience at Supervisory level in power planning/Maintenance/Construction



VACANCIES

59. Senior SCADA Technician (EMS)

2 Positions

Grade : ES9
Location : Lilongwe/ MZUZU – SMO Licensee
Supervised by : SCADA Engineer

Purpose of the Job

To be responsible for programming, technical support, design, implementation, and maintenance of all electric DMS SCADA related hardware and software.

Key Duties and Responsibilities

1. Carrying out hardware maintenance of the SCADA master system for both the Transmission and Distribution networks
2. Assisting in the compilation of operational and capital budgets
3. Ensuring maintenance is done as planned for all SCADA systems
4. Wiring of SCADA signals for all Distribution and Transmission substations
5. Checking proper functioning of all SCADA hardware
6. Participating in review of technical specifications
7. Configuring RTUs and transducers
8. Troubleshooting telemetry

Attributes and competencies

- 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 Diploma in Electrical Engineering/Telecommunications/ICT/Electronics from accredited institution
- 3 years' experience with at least 2 years' experience at Supervisory level in power planning/Maintenance/Construction



VACANCIES

60. Drawing Technician

1 Position

Grade	:	ES10
Location	:	All stations in Malawi
Supervised by	:	Draughtsman

Purpose of the Job

To produce and manage drawings

Key Duties and Responsibilities

1. Managing the drawings library
2. Engraving number tags on poles
3. Printing drawings whenever required
4. Collecting the required data relating to technical drawings

Attributes and competencies

- Hands-on drafting technical knowledge
- Have a good grasp of electric circuits theory
- Smart and organized.
- Ability to translate prose into a drawing
- Computer literate

Minimum Qualifications and Experience

- The Ideal Candidate must have a Diploma in Architectural/ Electrical/Civil Engineering/Renewable Energy/Sustainable Energy Systems/Energy Engineering/ Metallurgy & Materials Engineering.
- Applicant must have a minimum of two (2) years' work experience.



VACANCIES

61. Machine Operator (Transformer Rewinding)

2 Positions

Grade : ES10
Location : All Zones & Satellites
Supervised by: Assistant Distribution Engineers (Transformers)

Purpose of the Job

To operate transformer rewinding machines.

Key Duties and Responsibilities

1. Operating the Transformer rewinding machine
2. Taking care of the rewinding machine and associated equipment
3. Carrying out minor repairs of rewinding equipment
4. Installing machines and equipment

Attributes and competencies

Able to operate transformer rewinding machine
Able to carry out minor repairs of rewinding equipment
Skills in machine and equipment installation

Minimum Qualifications and Experience

- The ideal candidate must have a minimum qualification of an Advanced Diploma / Diploma in Electrical Engineering/Electronics/Mechanical Engineering.
 - Applicant must have two (2) years' work experience.



VACANCIES

62. Technician (Substations)

2 Positions

Grade : ES10
Location : Salima/Mzuzu/TL- Transmission OHL and Substations
Supervised by : Senior Substations Technician
Responsible for: Senior Erectors (Substations)

Purpose of the Job

To assist in planning and leading implementation of grid substation maintenance Schedule for high voltage transformers and ancillary equipment for smooth operation of the same to ensure minimal faults and system disturbance within the transmission grid.

Key Duties and Responsibilities

1. Carrying out maintenance and installation of substation equipment
2. Identifying defects and clearing out fault clearing in substations
3. Carrying out periodic inspection of substations
4. Enforcing standards and safety rules in all activities at all times
5. Assisting in developing and revisiting maintenance plans of substations
6. Carrying out fault clearing on transmission substations
7. Assisting drawing and reviewing of technical specifications of substation equipment
8. Assisting in designing and reviewing of designs by contractors

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



VACANCIES

- Diploma in Electrical Engineering/ Renewable Energy/Sustainable Energy Systems/Energy Engineering/mechanical Engineering/Metallurgy and Materials Engineering
- Applicant must have 2 years' relevant work experience in the power industry/field



VACANCIES

63. Technician (Substations Control)

3 Positions

Grade : ES10
Location : Nanjoka, Nkhoma and Phombeya
Supervised by : Senior Technician (Substations Control)

Purpose of the Job

To facilitate the provision of quality and standard electric supply to the nation all the time

Key Duties and Responsibilities

1. Monitoring and controlling voltages and loads on the system
2. Recording system data hourly
3. Checking and reporting defects to supervisors
4. Ensuring compliance with safety procedures
5. Carrying out switching operations during outages and faults times
6. Training newly recruited control technicians in readiness for senior authorization test
7. Assisting in preparing station monthly 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

- Diploma in Electrical Engineering/ Renewable Energy/Sustainable Energy Systems/Energy Engineering /Metallurgy and Materials Engineering
- Applicant must have 2 years' relevant work experience in the power industry/field



VACANCIES

64. Metering and Instrumentation Technician

1 Position

Grade	:	ES10
Location	:	Mzuzu
Department	:	System Protection and Security
Reporting to	:	Assistant Metering and Instrumentation Engineer
Responsible for	:	None

Purpose of the Job

To be responsible for carrying out maintenance, troubleshooting and installation of metering and allied equipment to enable effective, safe and optimum operation of the transmission and distribution power systems.

Key Duties and Responsibilities

1. Installing new meters and its associated switch gear in Distribution and Transmission networks
2. Carrying out tests during commissioning of new instruments and meters
3. Reviewing and development of maintenance plans
4. Carrying out calibrations and maintenance activities
5. Testing of instrument transformers such as CT and VT and sensors
6. Programming and configuring meters and instruments by use of software
7. Carrying out fault analysis, diagnosis and clearing

Attributes and competencies

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 diploma Electrical Engineering/Electronics/Telecommunications/ICT.
Applicant must have 2 years' relevant work experience.



VACANCIES

65. Communications Technician

2 Positions

Grade : ES10
Location : BT/ LL – SMO Licensee
Supervised by : Senior Communication Technician

Purpose of the Job

To provide technical solutions for Communications Network for system utility and inter-utility communications in the assigned region.

Key Duties and Responsibilities

1. Carrying out installation and configuration of communication equipment.
2. Correcting/clearing faults on communication equipment
3. Assisting in preparation of technical plans for installation, operation and maintenance for communications network
4. Monitoring and enforce compliance to standards and safety regulations in all activities
5. Assisting in designing new Communications installations to ensure all the necessary requirements for smooth operation of the power system are catered for.
6. Assisting in developing and facilitating implementation of maintenance/expansion programs for Communication equipment

Attributes and competencies

- 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



VACANCIES

Minimum Qualifications and Experience

- The ideal candidate must have a minimum qualification of Diploma in Electrical/Electronic Engineering/Telecommunications/ICT from an accredited institution.
- Applicant must have 2 years' work experience.



VACANCIES

66. Meter Technician

1 Position

Grade : ES10
Location : BT- SMO Licensee
Supervised by : Senior Meter Technician

Purpose of the Job

To be responsible for installation and maintenance of energy meters to ensure accurate energy readings.

Key Duties and Responsibilities

1. Identifying defects, repairing and replacing faulty meters.
2. Installing, monitoring and testing meters for accuracy at each Connection Point of the Market Participants.
3. Testing newly procured meters before installation.
4. Managing Energy meter configurations and determine communications protocols approved by MERA according to Grid Code and Market Rules.
5. Assisting in recalibration of new and old metering equipment, and conduct verification exercise.

Attributes and competencies

- 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 Diploma in Electrical Engineering or ICT or Electronics
- Applicant must have at least 2 years' work experience



VACANCIES

67. Technician (Power Trading Scheduling)

1 Position

Grade : ES10
Location : BT – SMO Licensee
Supervised by : Engineer (Power Trading Scheduling Technician)

Purpose of the Job

Key Duties and Responsibilities

1. Compiling daily monthly and annual generation statistics from producers
2. Compiling company station and offices units' consumptions
3. Compiling daily and monthly fault summaries
4. Compiling real time system loading
5. Compiling daily, weekly and monthly loadshedding data
6. Compiling system voltages
7. Compiling daily minimum and maximum demand
8. Compiling monthly planned outages

Attributes and competencies

- 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 Diploma in Electrical Engineering/Renewable Energy/Sustainable Energy Systems/Energy Engineering/ Metallurgy & Materials Engineering.
- Applicant must have 2 years' work experience.



VACANCIES

68. SCADA Technician (EMS)

2 Positions

Grade : ES10
Location : LL/ MZUZU – SMO Licensee
Supervised by : Senior SCADA Technician

Purpose of the Job

To be responsible for maintenance of RTU's, SAS, UPS and master system hardware

Key Duties and Responsibilities

1. Carrying out hardware maintenance of the SCADA master system for both the Transmission and Distribution networks
2. Assisting in the compilation of operational and capital budgets
3. Ensuring maintenance is done as planned for all SCADA systems
4. Wiring of SCADA signals for all Distribution and Transmission substations
5. Checking proper functioning of all SCADA hardware
6. Participating in the review of technical specifications
7. Participating in configuration of RTUs and transducers

Attributes and competencies

- 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 Diploma in Electrical Engineering or ICT or Electronics or Telecommunications.
- Applicant must have at least 2 years' work experience.



VACANCIES

69. Nurse Midwife Technician

3 Positions

Grade	:	ES10
Location	:	Regional Office
Reports to	:	Senior Clinical Officer

Purpose of the Job

To provide general nursing and midwifery services.

Key Duties and Responsibilities

1. Taking vital signs
2. Administering and monitoring medications
3. Providing nursing care to clients including counselling of patients and their guardians
4. Facilitating introduction of staff and students' medical schemes
5. Implementing community outreach programmes
6. Organising and implementing training programmes on health-related matters
7. Maintaining clients and patients' data including drugs and supplies
8. Recommending re-order and disposal of drugs and medical supplies

Attributes and competencies

- Computer literate
- Effective verbal and written communication skills
- Excellent interpersonal skills
- Good Analytical Skills
- Critical-thinking and pro-active
- Detail-oriented personality
- The ability to operate effectively both independently and as part of a team

Minimum Qualifications and Experience

Diploma in Nursing and Midwifery from an accredited institution
At least 2 years' experience in a busy hospital
Be registered with Nurses and Midwives Council of Malawi.



VACANCIES

70. CCTV Operator

3 Positions

Grade : ES10
Location : Head Office – Security Services
Supervised by : Senior Security Officer

Purpose of the Job

To monitor the CCTV system and report any loss/theft, safety and security incidents

Key Duties and Responsibilities

1. Operating and monitoring security systems within the CCTV control room in an efficient manner
2. Monitor the CCTV screens for monitoring and detecting incidents and gathering information and evidence
3. Maintaining thorough records within the CCTV and ensuring that they remain confidential
4. Effectively and sequentially monitor and control all cameras and report/take action as appropriate to incidences observed
5. Reviewing camera footage following a complaint of a loss/incident
6. Monitoring vehicle movements on car-track
7. Maintain and repair minor faults on the system and equipment
8. Initiating or carrying out investigation about any unusual/suspicious condition
9. Reporting any damages on CCTV equipment
10. Assisting in monitoring performance of outsourced security services
11. Implementing security operations management systems (SOMS)
12. Assisting in the emergency evacuation by directing staff to assembly points

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
- Physically fit and without criminal record

Minimum Qualifications and Experience



VACANCIES

- MSCE and Diploma in ICT/Business Administration/Security Studies/Computer Studies.
- Applicants must have two (2) years relevant work experience.



VACANCIES

71. Senior Substations Erector

3 Positions

Grade : ES11
Location : Blantyre/Mzuzu
Supervised by : Substations Technicians

Purpose of the Job

To carry out maintenance of high voltage transformers and ancillary equipment for smooth operation of the same to ensure minimal faults and system disturbance within the region

Key Duties and Responsibilities

1. Carrying out installation of high voltage equipment
2. Identifying defects and Clearing faults within substation
3. Complying with standards and safety rules in all activities at all time
4. Carrying out switchyard weed management and house keeping
5. Carrying out various transformer tests

Attributes and competencies

Effective verbal and written communication abilities

Should be physically fit

The ability to operate effectively both independently and as part of a team

Minimum Qualifications and Experience

MSCE plus General Fitting Certificate.

2-years relevant work experience in the power industry/field.



VACANCIES

72. Security Sergeant

23 Positions

Grade : ES11
Location : Regional Office
Supervised by: Regional Security Officer

Purpose of the Job

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

Key Duties and Responsibilities

1. Conducting patrols and preliminary investigations relating to security incidences/cases
2. Training security guards and participating in organizing and conducting master parades
3. Conducting threat assessment and integration
4. Preparing duty rosters for corporals, shift reports, incident reports and other related paperwork
5. Safeguarding and servicing fire arms and ammunition and managing their records
6. Monitoring and evaluates performance of out-sourced security guards
7. Attending to court cases whenever required
8. Formulating strategies of controlling access into ESCOM premises for both staff and visitors
9. Providing escort services to contractors and members of staff whenever necessary
Completing daily patrol sheets and Daily occurrence books (DOB)

Attributes and competencies

- Impeccable skills in Microsoft office packages (Excel, Word, PowerPoint e.t.c.)
- 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
- Physically fit and without criminal record

Minimum Qualifications and Experience

Malawi School Certificate of Education and a security certificate or equivalent training.

Applicants must have 2 years relevant work experience



VACANCIES

73. Security Corporal

14 Positions

Grade : ES12
Location : Regional Office
Supervised by : Security Sergeant

Purpose of the Job

To provide security to ESCOM property and staff that guarantees their optimal safety and security.

Key Duties and Responsibilities

1. Parading and inspection of Security guards on his section
2. Commanding and deployment Security guards to posts
3. Patrolling posts to monitor that all are in posts
4. Manning gates and controlling access when required
5. Preparing incident reports
6. Completing daily patrol sheets and Daily occurrence books (DOB)
7. Supervising the outsourcing Security service
8. Conducting threat assessment and security Systems audit

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
Physically fit and no criminal record

Minimum Qualifications and Experience

Malawi School Certificate of Education and Certificate in Security Studies/Business Administration or equivalent training.
Applicants must have 1 year relevant work experience.



VACANCIES

74. Clinic Attendant

3 Positions

Grade	:	ES12
Location	:	Regional Office
Reports to	:	Nurse Midwife Technician

Purpose of the Job

To maintain a clean clinical environment and provision of support to all clinic staff.

Key Duties and Responsibilities

1. To provide support to Physicians, Clinicians, Nurses and other medical staff in a clinical setup
2. To perform basic diagnostic tests, such as Rapid Malaria tests, Blood Pressure checks etc.
3. To assist with patient management i.e., Record keeping, conducting wound dressings, performing minor Incision and Drainage (I&D's)
4. To promote and maintain patient's safety by ensuring clean and hygienic environment and this will include the following: mopping the ground floors, dump dusting, washing soiled and dirty linen and other clinical equipment
5. To guide patients through the clinic's various facilities and procedures.
6. To Sterilize clinic equipment and park them in readiness for use.
7. To conduct messengerial roles between the clinic and other stakeholders/departments within the facility complex.

Attributes and competencies

Effective verbal and written communication skills
Excellent interpersonal skills
Detail-oriented personality
The ability to operate effectively both independently and as part of a team
ART Provider
HIV Testing services skills
Must be certified Counsellors by Ministry of Health.

Minimum Qualifications and Experience

Malawi Schools Certificate of Education (MSCE) Plus Certificate in Public Health/HIV Aids Diagnostic/HGS.

At least 1 year experience in a busy clinical environment



VACANCIES

75. Substations Erector

2 Positions

Grade : ES12
Location : Blantyre, Salima, Mzuzu
Supervised by : Substations Technicians

Purpose of the Job

To carry out maintenance of high voltage transformers and ancillary equipment for smooth operation of the same to ensure minimal faults and system disturbance within the region

Key Duties and Responsibilities

1. Carrying out installation of high voltage equipment
2. Identifying defects and Clearing faults within substation
3. Complying with standards and safety rules in all activities at all time
4. Carrying out switchyard weed management and house keeping
5. Carrying out various transformer tests

Attributes and competencies

Effective verbal and written communication abilities

Should be physically fit

The ability to operate effectively both independently and as part of a team

Minimum Qualifications and Experience

Malawi Schools Certificate of Education (MSCE) Plus General Fitting Certificate
1-year relevant work experience in the power industry/field



VACANCIES

76. Process Server

3 Positions

Grade	:	ES12
Location	:	ESCOM Head Office
Supervised by	:	Legal Services Officer

Purpose of the Job

To ensure provision of quality support to litigation and advisory services.

Key Duties and Responsibilities

1. Assisting with case management;
2. Assisting with preparation, filing and service of court documents;
3. Conducting searches and registration of legal instruments in respective registries;
4. Assisting with mail dispatch from the Legal Registry and file movement within the Legal Services Department.

Attributes and competencies

- Strong communication and organizational skills;
- Strong research skills;
- Self-starter;
- Basic legal drafting skills;
- Be of high integrity;
- Attention to detail.

Minimum Qualifications and Experience

- The ideal candidate must have a Certificate in law/Paralegal Studies and Malawi School Certificate of Education (MSCE).
 - At least 1-year relevant work experience.
-

- APPLICATION METHOD:** Hard Copies in an envelope clearly indicating the position applied for on top.
- ATTACHMENTS :** Application Letter, Curriculum Vitae with 3 traceable referees and Certified Copies of Certificates.
- CLOSSING DATE :** Friday, 10th May 2024.
- ADDRESSED TO :** Senior Human Resources Manager,
ESCOM House,
P.O. Box 2047,
Blantyre.

Only candidates possessing accredited Qualifications will be considered for shortlisting. In cases where one's qualification accreditation is questionable, the burden of proof rests with the candidate to provide evidence to the contrary.

Only Shortlisted candidates will be acknowledged and invited for interviews through email.

ESCOM Ltd is an equal opportunity employer.