VACANCY

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

1. ESTATES OFFICER — 1 Position

Grade : ES7
Location : Regional Office (Center)
Supervised by : Senior Administration Officer

Purpose of the Job

To ensure proper management and development of estates and all related aspects in the region

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Key Duties and Responsibilities

- Providing leadership in the development and maintenance of estates in the region
- Initiating, implementing, monitoring and reviewing estates development and maintenance policies, plans, strategies, systems, procedures, and regulations
- Providing advisory services related to estates development and maintenance to line managers
- Attendance to tenancy and leasehold matters and land disputes
- Ensuring quality control of infrastructure development and maintenance works
- Monitoring implementation of estates development projects
- Managing and maintaining estates records

- Preparing product specifications and Terms of reference for construction works and services
- Preparing bill of quantities for budget estimates for estates development and maintenance works
- Monitoring, evaluating, assessing and certifying outsourced estates related services and works
- Participating in negotiating on compulsory purchase of land/buildings for projects
- Facilitating valuation and processing of title deeds for property and land
- Preparing lease agreements and contracts for estates in liaison with relevant departments

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

Minimum Qualifications and Experience

- Bachelor's Degree in Estate Management/Land Management/Valuation/Quantity Surveying/Architecture /Business Administration
- At least three (3) years relevant work experience in the field of estates management.
- Be registered member of SIM/MIA.

Interested applicants should submit their applications including detailed **Curriculum Vitae and three (3) names of traceable referees by Tuesday, 25th February 2025, to:**

Director of Human Resources and Administration,
ESCOM House,
P.O. Box 2047,
Blantyre.

Only Shortlisted candidates will be acknowledged and invited for interviews.

Please note that ESCOM Ltd is an equal opportunity employer hence female candidates are encouraged to apply.