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 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:

3. Human Resource Supervisor — 1 Position

Grade : E10
Location : Regional office -Mzuzu
Supervised by : Assistant Human Resource Officer, NES

Purpose of the Job

To support the provision of quality human resource management services to the region

Key Duties and Responsibilities

- Updating, maintaining and controlling establishment information
- Developing, running and analyzing reports to assist organizational decisions, statutory returns and running of payroll
- Creating/deleting/amending posts in line with the establishment control processes and policies
- Assisting in designing and updating job descriptions
- Opening and maintaining staff records and files
- Performing routine audits of files to ensure accuracy of the employee records in compliance with corporate policy and legal and regulatory requirements
- Supporting the recruitment and selection process by ensuring that all relevant procedures/policies are adhered to
- Assisting in processing staff confirmations, promotions, transfers, regrading, secondment, and attachment letters as instructed
- Performing Human Resource registry activities
- Providing full all-round administrative HR support on various HR activities

Minimum Qualification and Experience

- The ideal candidate must have a minimum of a Diploma in Human Resource Management, Business Administration or Public Administration plus an MSCE.
- Applicants must have 3 years relevant work experience

Attributes and competencies

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

Interested applicants should submit their applications including detailed **Curriculum Vitae and three (3) names of traceable referees by Thursday, 17th April 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.