VACANCIES

EXTERNAL ADVERTISEMENT

The Electricity Supply Corporation of Malawi (ESCOM) Limited is incorporated under the Companies Act (Chapter 46:03 of the Laws of Malaw)i. 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:

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

VACANCIES

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
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

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.

CLOSING DATE : Friday, 22nd August 2025.

ADDRESSED TO : Director of Human Resources and Administration,
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.