



The Government  
of the Republic  
of Malawi

## THE CIVIL SERVICE COMMISSION VACANCIES

**2757, 2788-2803**

Applications are invited from suitably qualified Malawians, Civil Servants or non-civil servants, as the case may be, depending on the requirements of the post, for the vacancies listed below existing in the Civil Service:

### OFFICE OF THE PRESIDENT AND CABINET

#### Vac. 67/24

**Post** : **Administrative Officer (Grade I)**  
**Salary** : Within the Grade I salary scale segment  
**Location** : **Various Ministries / Departments**

**Qualifications:** Applicants should be in possession of a Bachelor of Arts Degrees in any of the following fields: Public Administration, Business Management and Business Administration, obtained from accredited institutions.

**Duties**

- (a) Undertaking secretarial work in management and interministerial meetings.
- (b) Ensuring tight security of offices and buildings.
- (c) Coordinating the general cleanliness and repair of offices and buildings.
- (d) Assessing procurement needs for the office.
- (e) Assessing or carry out office accommodation needs.
- (f) Coordinating transport logistics.
- (g) Coordinating the management of physical assets in the offices.

**(2803/807/24)**

### Department of Human Resource Management and Development

#### Vac. 68/24

**Post** : **Air Traffic Control Officer (Grade H)**  
**Salary** : Within the Grade H salary scale segment  
**Location** : **Department of Civil Aviation** (Kamuzu International Airport and Chileka Airport)

**Qualifications :** Applicants should be serving officers in any of the following posts: Aeronautical Information Officer (Grade I), Aeronautical Communication Officer (Grade I) and Flight Information Officer (Grade I), regardless of experience in those posts, or non-serving, in possession of a Bachelor's Degree in any of the following fields: Science in Engineering (Electrical or Civil Engineering), Science in Information Technology, Education (Science), Aviation Management and Science in Meteorology, obtained from accredited institutions.

**Duties** :

- (a) Inspecting runways and ensure that air fields are lighting at the start of daily operations and reporting all faults.
- (b) Checking the equipment on all working console, navigation aids.
- (c) Originating NOTAM and control the movements of messages.
- (d) Verifying with other sections on their strengths and categories.
- (e) Detecting and handle radio communications failure in accordance with procedures.
- (f) Providing standard separation between aircrafts.
- (g) Assisting in aircraft emergencies.
- (h) Liaising with various organizations on closure of airport.
- (i) Passing meteorological information to aircraft operators.
- (j) Assisting aircrafts in avoiding bad weather areas and cloud breaking maneuvers.

(2802/793/24)

### **Department of Printing Services**

#### **Vac. 69/24**

<b>Post</b>	<b>: Sales Representative (Grade I)</b>
<b>Salary</b>	<b>: Within the Grade I salary scale segment</b>
<b>Location</b>	<b>: Lilongwe and Zomba</b>

**Qualifications:** Applicants should be in possession of a Bachelor's Degree in any of the following fields: Business Administration (Marketing), Marketing, Marketing and Public Relations, Commerce (Business Administration, Marketing or Marketing Management), obtained from accredited institutions.

#### **Duties**

- (a) Developing and implementing workable marketing strategy and evaluate its effectiveness.
- (b) Planning, developing and delivering market campaigns as agreed within time scale.
- (c) Developing and implement day to day marketing activities and internal marketing programmes.
- (d) Updating customers with new information.
- (e) Liaising with Copy Preparation Officer and Production Managers (Chief Printers) regarding all matters pertaining to retention of customers.
- (f) Representing and promote the Department at various events and provide post event market analysis.
- (g) Preparing timely reports on work progress, new products and market trends for the section.

(2800/766/24)

### **MINISTRY OF FOREIGN AFFAIRS**

#### **Vac. 70/24**

<b>Post</b>	<b>: Protocol Officer (Grade I)</b>
<b>Salary</b>	<b>: Within the Grade I salary scale segment</b>
<b>Location</b>	<b>: Ministry of Foreign Affairs</b>

**Qualifications :** Applicants should be in possession of a Bachelor's Degree in any of the following fields: Public Administration, Social Science (Economics), Political Science, Business Administration, Business Management and International Relations, obtained from accredited institutions.

**Duties**

- (a) Supervising Assistant Protocol Officers;
- (b) Carrying out requirements of visits within Malawi for Foreign Heads of States and Government as well as other high-ranking officials;
- (c) Undertaking requirements of public functions by the Head of State, Vice President and other high-ranking officials;
- (d) Facilitating diplomatic functions hosted by the Minister of Foreign Affairs;
- (e) Processing privileges and immunities for diplomatic mission and international organizations accredited to Malawi;
- (f) Processing the accreditations to Malawi of Foreign Heads of Mission and International Organizations;
- (g) Processing applications for diplomatic clearances for over-Flight and landing requests;
- (h) Attending to complaints against diplomatic mission and personnel by local or vice-versa;
- (i) Processing the accreditation of Malawi Heads of Mission to other countries;
- (j) Processing of visa applications for Malawian government officials proceeding on external official engagements;
- (k) Drafting congratulatory and condolence messages to other countries;
- (l) Issuance of VIP Lounge Permits and Supervision of the VIP lounges;
- (m) Undertaking any other duties that may be assigned from time to time.

(2797/718(b)/24)

**MINISTRY OF INFORMATION AND DIGITALIZATION**

**Vac. 71/24**

**Post** : Assistant Information Officer (Grade K)  
**Salary** : Within the Grade K salary scale segment  
**Location** : Department of Information

**Qualifications :** Applicants should be in possession of a Diploma in any of the following fields: Journalism, Mass Communication and Media Studies, obtained from recognized institutions.

**Duties**

- (a) Conducting stakeholder interviews;
- (b) Gathering news;
- (c) Reporting information;
- (d) Writing feature articles;
- (e) Identifying activities to be covered;
- (f) Compiling stories.

(2790/606/24)

**Vac. 72/24**

**Post** : **Assistant ICT Officer (Grade K)**  
**Salary** : Within the Grade K salary scale segment  
**Location** : **Department of E-Government**

**Qualifications:** Applicants should be in possession of a Diploma in any of the following fields: Computer Studies, Business Information Technology, Information and Communication Technology (ICT), Computing and Information Systems, obtained from recognized institutions.

**Duties** :

- (a) Providing professional, timely and effective desktop and ICT support services to users;
- (b) Assisting in the identification and resolution of ICT troubleshooting activities to ensure appropriate technical support exists for the continuation of service delivery in an efficient and effective manner;
- (c) Managing all network hardware and equipment, including routers, switches, hubs and UPS;
- (d) Providing the first-hand support and troubleshooting to all office staff for IT matters;
- (e) Assisting in the development of Directorate's System functional specifications to optimize ICT capability and achieve operational objectives;
- (f) Contributing to projects and programs of work that contribute to the effective development, delivery and maintenance of ICT services within the Directorate.
- (g) Managing ICT assets and keeping track of maintenance servicing of equipment and consumables;
- (h) Providing technical advice in the procurement of ICT systems and facilities for the Directorate.

**(2757/14(iii)/24)**

**Vac. 73/24**

**Post** : **Assistant Graphic Designer (Grade K)**  
**Salary** : Within the Grade K salary scale segment  
**Location** : **Malawi News Agency (MANA)**

**Qualifications :** Applicants should be in possession of a Diploma in Graphic Design, obtained from recognized institutions.

**Duties**

- (a) Assisting in the creation and design of marketing materials, social media content, and other visual assets.
- (b) Collaborating with team members to understand project requirements and objectives.
- (c) Using design software tools to execute creative concepts
- (d) Maintaining brand consistency across all visual elements.
- (e) Contributing ideas and solutions in a team-oriented environment.
- (f) Staying updated on design trends and industry best practices.

Vac. 74/24

**Post** : **Assistant Marketing and Distribution Officer (Grade K)**  
**Salary** : Within the Grade K salary scale segment  
**Location** : **Origination and Publication Division**

**Qualifications :** Applicants should be in possession of a Diploma in either Marketing or Business Administration, obtained from recognized institutions.

**Duties:**

- (a) Assisting in the development and execution of marketing strategies to attract advertisers for the Department's publications.
- (b) Supporting in the distribution of Department's publications across the country.
- (c) Maintaining accurate records of distribution channels and advertising partnerships.
- (d) Providing administrative support to the Marketing and Distribution Officer.

**MINISTRY OF LANDS**

Vac. 75/24

**Post** : **Survey Examiner (Grade I)**  
**Salary** : Within the Grade I salary scale segment  
**Location** : **Department of Lands**

**Qualifications :** Applicants should be in possession of a Bachelor of Science Degree in any of the following fields: Land Surveying, Earth Science, and Geography, obtained from accredited institutions.

**Duties :**

- (a) Testing, standardization and registration of all survey equipment.
- (b) Checking surveys to ensure adherence to Land Survey Act and Regulations.
- (c) Conducting field spot checks on doubtful survey.
- (d) Coordinating for all surveys examined by junior staff.
- (e) Developing cadastral data base.
- (f) Checking the quality topographic and map symbology.
- (g) Conducting on job training for new recruits.

Vac. 76/24

**Post** : **Photogrammetrist (Grade I)**

**Salary** : Within the Grade I salary scale segment  
**Location** : **Department of Lands**

**Qualifications** : Applicants should be in possession of a Bachelor's Degree in any of the following fields: Geographical Information System, Land Management (Land Surveying)), Earth Science and Geography, obtained from accredited institutions.

**Duties** :

- (a) Planning and organize photogrammetry work.
- (b) Processing tenders for aerial photography.
- (c) Organizing flight plans.
- (d) Undertaking final checking of quality and aerial images.
- (e) Developing work plan for photogrammetry.
- (f) Identifying of control points.
- (g) Carrying out achieving of satellite and aerial images.

(2788/569(a)/24)

**Vac. 77/24**

**Post** : **GIS/Remote Sensing Officer (Grade I)**  
**Salary** : Within the Grade I salary scale segment  
**Location** : **Ministry of Lands**

**Qualifications** : Applicants should be in possession of a Bachelor of Science Degree in any of the following fields: Geographical Information System, Land Surveying, Land Management (Land Surveying), Earth Science and Geography, obtained from accredited institutions.

**Duties** :

- (a) Providing technical support and training to staff and stakeholders on GIS and remote sensing tools, techniques, and applications.
- (b) Planning and manage GIS and remote sensing projects, including timeline, resources, and deliverables, to ensure successful completion.
- (c) Analyzing and interpret remote sensing data including drone images to extract relevant GIS information.
- (d) Performing spatial analysis and modeling using GIS software to support decision-making processes and project planning.
- (e) Collecting, analyzing and managing geospatial data from various sources, including satellite imagery, aerial photography and field surveys.
- (f) Developing and maintain geospatial databases, ensuring data accuracy, integrity and accessibility.

- (g) Preparing detailed reports, documentation and metadata for geospatial data and analyses, ensuring compliance with industry standards.

(2788/569(b)/24)

**Vac. 78/24**

<b>Post</b>	<b>: Land Registrar (Grade I)</b>
<b>Salary</b>	<b>: Within the Grade I salary scale segment</b>
<b>Location</b>	<b>: Department of Lands</b>
<b>Qualifications</b>	: Applicants should be in possession of a Bachelor's Degree in either Land Management or Law (LLB), obtained from accredited institutions.
<b>Duties</b>	<ul style="list-style-type: none"><li>(a) Registration of land transactions on daily basis.</li><li>(b) Settlement of land disputes with his/her jurisdiction.</li><li>(c) Liaising with other stakeholders on land transactions.</li><li>(d) Approving of draft instruments from various clients (banks, financial institutions and lawyers)</li><li>(e) Site inspection of development projects.</li><li>(f) Maintaining land register.</li><li>(g) Drafting documents and other instruments</li></ul>

(2788/569(c)/24)

**Vac. 79/24**

<b>Post</b>	<b>: Legal Officer (Grade I)</b>
<b>Salary</b>	<b>: Within the Grade I salary scale segment</b>
<b>Location</b>	<b>: Department of Lands</b>
<b>Qualifications</b>	: Applicants should be in possession of a Bachelor of Laws (LLB) degree, obtained from accredited institutions.
<b>Duties</b>	<ul style="list-style-type: none"><li>(a) Conducting research / search for documents and evidence under dispute from all departments.</li><li>(b) Drafting of legal documents for land disputes to be presented to Ministry of Justice / Attorney General.</li><li>(c) Drafting notices and legal instruments against non-compliant lessees.</li><li>(d) Routine reporting update of cases being handled and completed.</li><li>(e) Reviewing and enforcing of regulatory legal framework.</li><li>(f) Drafting and reviewing contracts.</li></ul>

(2789/588(b)/24)

**Vac. 80/24**

<b>Post</b>	: Deeds Registrar (Grade I)
<b>Salary</b>	: Within the Grade I salary scale segment
<b>Location</b>	: Ministry of Lands
<b>Qualifications</b>	: Applicants should be in possession of either a Bachelor of Laws (LLB) degree or Bachelor of Science Degree in Land Management, obtained from accredited institutions.
<b>Duties</b>	<ul style="list-style-type: none"><li>(a) Supervising lands registry officers</li><li>(b) Registration of registrable transactions on daily basis (e.g. land transactions, court orders, trust deeds, wills)</li><li>(c) Liaising with other stakeholders on land transactions.</li><li>(d) Checking legal instruments from legal houses and banks.</li><li>(e) Updating all deed records manually or electronically.</li><li>(f) Providing records for official search to the public.</li></ul>

(2792/635/24)

**Vac. 81/24**

<b>Post</b>	: Estate Management Officer (Grade I)
<b>Salary</b>	: Within the Grade I salary scale segment
<b>Location</b>	: Ministry of Lands
<b>Qualifications</b>	: Applicants should be in possession of Bachelor of Science degree in any of the following fields: Land Management, Estate Management and Land Economy, obtained from accredited institutions.
<b>Duties</b>	<ul style="list-style-type: none"><li>(a) Initiating Infrastructure development projects.</li><li>(b) Initiating and supervising development projects.</li><li>(c) Carrying out covenant monitoring.</li><li>(d) Fixing and reviewing development charges</li><li>(e) Coordinating and liaising with sister department and stakeholders</li><li>(f) Involving in Land and property management</li><li>(g) Participating in plot allocating meetings.</li><li>(h) Assisting in Real property Management roles.</li><li>(i) Ensuring that both electronic and printed records are up to date.</li></ul>

(2808/014(a)/25)

**Vac. 82/24**

**Post :** **Assistant Land Surveyor (Grade K)**  
**Salary :** Within the Grade K salary scale segment  
**Location :** **Ministry of Lands**

**Qualifications :** Applicants should be in possession of a Diploma in either Land Surveying or Land Management (Land Surveying), obtained from recognised institutions.

**Duties :**

- (a) Carrying out survey observations .
- (b) Assisting in data processing.
- (c) Assisting in survey drawings.
- (d) Taking care of survey equipments
- (e) Supervising subordinates
- (f) Carrying out office and field reconnaissance

**(2808/014(b)/25)**

**MINISTRY OF MINING**

**Vac. 83/24**

**Post :** **Chief Cartographer (Grade I)**  
**Salary :** Within the Grade I salary scale segment  
**Location :** **Department of Geological Survey (Zomba)**

**Qualifications :** Applicants should be in possession of a Bachelor of Science Degree in either Geology or Earth Science, obtained from accredited institutions.

**Duties :**

- (a) Planning and reviewing statistical maps;
- (b) Adapting and interpreting aerial photographic suitable for use in census and statistical surveys;
- (c) Assisting in updating of Enumeration Area (EA) Maps;
- (d) Checking census mapping forms from the field;
- (e) Undertaking all cartographic tasks in the Department.

**(2796/707(c)/24)**

**Vac. 84/24**

**Post :** **Chief Prospector (Grade I)**  
**Salary :** Within the Grade I salary scale segment  
**Location :** **Department of Geological Survey (Zomba)**

**Qualifications :** Applicants should be in possession of a Bachelor of Science Degree in either Geology or Earth Science, obtained from accredited institutions.

- Duties :**
- (a) Supervising Senior Prospectors and Geological Technicians;
  - (b) Geo-Chemical Sampling: (i) Stream Sediments, (ii) Panning, (iii) Trenching and (iv) Pitting;
  - (c) Conducting Geophysical Grid laying
  - (d) Levelling
  - (e) Land Surveying

(2796/707(b)/24)

**Vac. 85/24**

- Post :** **Mining Inspector of Oil and Gas (Grade I)**
- Salary :** Within the Grade I salary scale segment
- Location :** **Department of Mines**
- Qualifications :** Applicants should be in possession of a Bachelor's Degree in either Petroleum Resources (Oil and Gas), or Petroleum Engineering, obtained from accredited institutions.
- Duties :**
- (a) Assisting in the implementation of the National Petroleum (Exploration and Production) policy;
  - (b) Inspecting alleged oil spillages across the country;
  - (c) Conducting routine inspection of upstream oil and gas operations and facilities to ensure compliance with the Petroleum (Exploration and Production) Act, Industry Standards and other related regulations;
  - (d) Identifying and reporting any detected hazards or non-compliance issues;
  - (e) Collaborating with operators to resolve issues and implement corrective actions;
  - (f) Preparing and submitting inspection reports and recommendations;
  - (g) Raising awareness about upstream oil and gas sector;
  - (h) Facilitating stakeholder and community engagements;
  - (i) Facilitating collection of fees and charges from petroleum operations;
  - (j) Keeping and maintaining records of all activities undertaken, reports and payments made by oil and gas companies.

(2796/707(a)/24)

**MINISTRY OF NATURAL RESOURCES AND CLIMATE CHANGE**

- Vac. 86/24**
- Post :** **Environmental Officer (Grade I)**
- Salary :** Within the Grade I salary scale segment
- Location :** **Environmental Affairs Department**
- Qualifications :** Applicants should be in possession of a Bachelor's Degree in any of the following fields: Environmental Science, Environmental Management, Environmental Science and Technology, Natural Resources Management (Wildlife and Ecotourism or Land and Water) and Science (majoring in Chemistry, Biology, Geography or Earth Sciences), obtained from accredited institutions.
- Duties :**

- (a) Participating in the formulation and periodic review of national policies, action plans strategies, guidelines, standards and programmes and projects related to environmental, natural resources and climate change.
- (b) Participating in the development, collection, collation and updating of various environmental and climate data and information collection and monitoring tools.
- (c) Collecting information for the development of national reports under different multilateral environmental agreements that Malawi is a party to enable the country to meet reporting obligations at national, regional and international levels.
- (d) Participating in the development, implementation and monitoring of environmental education and outreach programmes and communication strategies on environment, natural resources and climate change management.
- (e) Preparing technical activity reports

(2798/735/24)

## **MINISTRY OF TRANSPORT AND PUBLIC WORKS**

### **Vac. 87/24**

<b>Post</b>	<b>: Assistant Road Traffic Officer (Grade K)</b>
<b>Salary</b>	<b>: Within the Grade K salary scale segment</b>
<b>Location</b>	<b>: Department of Road Traffic and Safety Services</b>
<b>Qualifications :</b>	Applicants should be in possession of a Diploma in either Mechanical/Automobile Engineering or City and Guilds Part 3 Certificate in Mechanical/Automobile Engineering, obtained from recognized institutions and be a holder of C1 Valid Driving License, with a minimum of four (4) years driving experience.
<b>Duties</b>	<ul style="list-style-type: none"> <li>(a) Inspecting motor vehicles for purpose of registration.</li> <li>(b) Inspecting and examining vehicles for certificate of fitness.</li> <li>(c) Examining motor vehicles involved in road traffic accidents.</li> <li>(d) Administering aptitude tests to learner drivers.</li> <li>(e) Conducting learner driver's practical tests.</li> <li>(f) Processing road service permit applications.</li> <li>(g) Collecting data.</li> <li>(h) Conducting inspections of driving schools, motor dealers, garages/ inspection centers and car hire facilities.</li> </ul>

(2798/737/24)

## MINISTRY OF YOUTH AND SPORTS

### Vac. 88/24

**Post :** **Water and Sanitation Officer (Grade I)**  
**Salary :** Within the Grade I salary scale segment  
**Location :** **Bingu National Stadium (Lilongwe)**

**Qualifications :** Applicants should be in possession of a Bachelor's Degree in any of the following fields: Water Resources Management, Environmental Health and Public Health, obtained from accredited institutions.

**Duties :**

- (a) Providing technical guidance and support in supply, management and safety of water;
- (b) Liaising with related agencies and government on issues relating to water and sanitation at the stadium;
- (c) Putting in place back-up measures in times of shortage of water for the stadium;
- (d) Monitoring levels and status of water in the stadium water tanks;
- (e) Monitoring status of sanitation at the stadium;
- (f) Producing monthly reports on the status of water supply and sanitation at the stadium;
- (g) Supervising and appraising staff under his or her charge.

(2789/592(a)/24)

### Vac. 89/24

**Post :** **Fire and Safety Officer (Grade I)**  
**Salary :** Within the Grade I salary scale segment  
**Location :** **Bingu National Stadium (Lilongwe)**

**Qualifications :** Applicants should be in possession of a Bachelor's Degree in Disaster Risk Management, obtained from accredited institutions.

**Duties :**

- (a) Carrying out risk assessment and fire safety inspections within and outside the stadium premises;
- (b) Developing and implementing emergency response plan;
- (c) Ensuring that all fire-fighting equipment is regularly inspected and tested;
- (d) Conducting training of stadium staff on fire and safety;
- (e) Ensuring that there is team of fire wardens who can operate firefighting equipment in case of fire;

- (f) Ensuring that there is an operational fire policy for the stadium;
- (g) Liaising with the local fire brigade and ensuring that emergency contacts are clearly displayed in strategic points;
- (h) Ensuring that personal emergency evacuation plans are valid at all times;
- (i) Fighting the fire at premises when caught in its early stages.

**(2789/592(b)/24)**

**Vac. 90/24**

<b>Post</b>	<b>: Centre Manager (Grade I)</b>
<b>Salary</b>	<b>: Within the Grade I salary scale segment</b>
<b>Location</b>	<b>: Neno Integrated Youth Centre (Neno)</b>
<b>Qualifications</b>	<b>: Applicants should be in possession of a Bachelor's Degree in any of the following fields: Agribusiness Management, Value Chain Agriculture and Agriculture Extension, obtained from accredited institutions.</b>
<b>Duties</b>	<ul style="list-style-type: none"> <li>(a) Overseeing the day-to-day operations of the Centre, ensuring rational allocation of resources to all production units of the Centre namely; Crop Production, Livestock Management and Fish Farming;</li> <li>(b) Ensuring that all farming activities are conducted according to best practices and in compliance with relevant regulations'</li> <li>(c) Managing supply chain logistics, including procurement of inputs and disposal of produce;</li> <li>(d) Integrating non-core centre activities (youth leadership training, life skills, sports and recreation, etc.) to the day-to-day business of the Centre;</li> <li>(e) Developing and managing the Centre's budget, ensuring cost-effective operations and financial sustainability;</li> <li>(f) Monitoring financial performance, analyzing variances and implementing corrective actions as needed;</li> <li>(g) Preparing regular financial reports and presenting them to the Ministry;</li> <li>(h) Developing and implementing a commercial strategy to maximize revenue and profitability;</li> <li>(i) Identifying new business opportunities, including market expansion and product diversification;</li> <li>(j) Leading in proposal development to finance Centre operations;</li> <li>(k) Conducting market research to stay informed about industry trends and customer needs;</li> </ul>

- (l) Providing training and development opportunities to enhance team skills and performance;
- (m) Building and maintaining strong relationships with key stakeholders, including communities, development partners and government agencies;
- (n) Collaborating with research institutions and agricultural organisations to adopt innovative practices and technologies.

**(2789/592(c)/24)**

**Vac. 91/24**

<b>Post</b>	<b>Horticulturist (Grade I)</b>
<b>Salary</b>	Within the Grade I salary scale segment
<b>Location</b>	<b>Ministry of Youth and Sports</b>
<b>Qualifications :</b>	Applicants should be in possession of a Bachelor's Degree in Horticulture, obtained from accredited institutions.
<b>Duties :</b>	<ul style="list-style-type: none"> <li>(a) Providing technical advice on the production of horticultural ornamental plant;</li> <li>(b) Planning and conduct on landscape research trials;</li> <li>(c) Preparing work plans and budget;</li> <li>(d) Planning and conduct horticultural training programmes;</li> <li>(e) Providing guidance on the preparation of new garden sites, plots, and soils;</li> <li>(f) Providing guidance on the planting and transplanting of seeds, bulbs, flowers, shrubs threes and lawns;</li> <li>(g) Providing guidance in landscaping and ground maintenance;</li> <li>(h) Coordinating the maintenance of plants and gardens;</li> <li>(i) Appraising staff under his or her charge;</li> <li>(j) Producing monthly reports related to landscaping and grounds maintenance.</li> </ul>

**(2789/592(d)/24)**

**Vac. 92/24**

<b>Post</b>	<b>Gymnasium Instructor (Grade K)</b>
<b>Salary</b>	Within the Grade K salary scale segment
<b>Location</b>	<b>Ministry of Youth and Sports</b>
<b>Qualifications :</b>	Applicants should be in possession of a Diploma in either Education (Physical Education) or Sports Management, obtained from accredited institutions.
<b>Duties :</b>	<ul style="list-style-type: none"> <li>(a) Conducting fitness assessments of clients;</li> <li>(b) Developing tailored fitness programs;</li> </ul>

- (c) Ensuring and monitoring implementation of planned fitness programmes by Gym Trainers;
- (d) Ensuring capacity development of Gym Staff;
- (e) Providing instructions in techniques and dynamics of Group Fitness;
- (f) Producing budget for Gymnasium;
- (g) Producing monthly gym progress reports;
- (h) Supervising and appraising staff under his or her charge

(2789/592(e)/24)

**Vac. 93/24**

<b>Post</b>	<b>:</b>	<b>Agriculture Trainer (Grade K)</b>
<b>Salary</b>	<b>:</b>	Within the Grade K salary scale segment
<b>Location</b>	<b>:</b>	<b>Ministry of Youth and Sports</b>
<b>Qualifications</b>	<b>:</b>	Applicants should be in possession of a Diploma in either Agriculture or Agriculture Extension, obtained from accredited institutions.
<b>Duties</b>	<b>:</b>	<ul style="list-style-type: none"> <li>(a) Developing technical messages on crop production;</li> <li>(b) Monitoring the implementation of crops development programmes;</li> <li>(c) Providing technical support to trainees and farmers on crops development programmes;</li> <li>(d) Preparing short, medium and long-term plans for crops developments;</li> <li>(e) Assessing and guiding trainees on crop production;</li> <li>(f) Planning and implementing on farm demonstrations/ trials;</li> <li>(g) Managing and running the crop until as commercial</li> </ul>

(2789/592(e)/24)

**MINISTRY OF WATER AND SANITATION**

**Vac. 94/24**

<b>Post</b>	<b>:</b>	<b>Senior Sanitation Officer – Water Borne (Grade H)</b>
<b>Salary</b>	<b>:</b>	Within the Grade H salary scale segment
<b>Location</b>	<b>:</b>	Ministry of Water and Sanitation
<b>Qualifications</b>	<b>:</b>	Applicants should be in possession of a Bachelor of Science Degree in Civil Engineering (Water), obtained from accredited institutions.
<b>Duties</b>	<b>:</b>	<ul style="list-style-type: none"> <li>(a) Preparing designs for Waterborne Sanitation Systems in alignment with national policy manuals and guidelines;</li> </ul>

- (b) Conducting site-detailed design, planning and construction of Waterborne sanitation infrastructure;
- (c) Reviewing of designs prepared by consultants;
- (d) Providing direct labour supervision for the construction and maintenance of waterborne infrastructure throughout the country;
- (e) Preparing work plans and budgets for waterborne sanitation section;
- (f) Preparing monthly and other reports for the section;
- (g) Undertaking environmental and social impact assessment for waterborne sanitation programme;
- (h) Managing information within the sector regarding waterborne sanitation;
- (i) Conducting an inventory of waterborne sanitation facilities;
- (j) Implementing waste management strategies for water-borne waste, including sewage treatment, safe disposal and pollution prevention.

(2788/573(b)/24)

**Note: Documentary evidence of major requirements specified in the advertisement shall be required during interviews. Serving officers will also be required to demonstrate during the interviews that they are permanent and pensionable officers in the Civil Service by producing letters of confirmation in appointment in addition to letters of condition of appointment on probation (PSR 19).**

Civil Service Commission is an equal opportunity employer: All qualified individuals are welcome to apply. Interested qualified candidates should submit their applications together with copies of relevant Certificates and Curriculum Vitae to: -

**The Secretary  
The Civil Service Commission  
P.O. Box 30133  
Lilongwe 3**

**Email: [cservice@csc.gov.mw](mailto:cservice@csc.gov.mw)  
To reach her not later than 31<sup>st</sup> January, 2025**