

**LOCAL GOVERNMENT ACCOUNTABILITY AND  
PERFORMANCE (LGAP) PROJECT**

**The Procedure Manual**

**on**

**Job**

**Descriptions**

**for**

**District Councils**

# JOB DESCRIPTION

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# **JOB DESCRIPTION**

## **EXECUTIVE SUMMARY**

Following the functional review for all district Councils which took place in 2004 and was approved by government in 2005, government issued the authorized establishment for Councils in 2015 and this was followed by the devolution of Human Resources to Councils in December, 2016.

The authorized establishment had some posts which had just been created following the merger of some departments/ sectors at Council level. This development necessitated the review of the Job Descriptions coupled with the fact that there were now more demanding and challenging tasks that Councils needed to undertake following the decentralization process. Ninety (90) job descriptions covering all the sectors at the Council were reviewed with the aim of ensuring their relevance to the activities being undertaken at Council Level. The review identified emerging issues and challenges with some jobs. The review of the Job Descriptions is expected among others to facilitate the filling of vacancies in the District Councils and enhance the performance of staff who will have to perform their duties in line with their job descriptions.

# JOB DESCRIPTION

## ACKNOWLEDGEMENTS

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Lastly, I would like to express my gratitude to the team that helped through the processes.

## JOB DESCRIPTION

JOB DESCRIPTION

# **ADMINISTRATION**

# JOB DESCRIPTION

**Job Title** : District Commissioner  
**Grade** : D/M1  
**Location** : Various District Councils

## Duties:

- i. Direct and supervise heads of directorates at the Council.
- ii. Perform the day to day executive and administrative functions of the Council.
- iii. Ensure that the resolutions of the Council are implemented.
- iv. Initiate internal audit programs and acting on recommendations.
- v. Chair Executive meetings of Councils Directors.
- vi. Control the Council's budget and expenditure on both revenue and development accounts.
- vii. Ensure that the Council obtains value for money in the use of resources allocated to it.
- viii. Ensure that effective management systems, work procedures and financial controls are in place to make the most efficient use of resources.
- ix. Ensure that the Council's manpower needs are met through appointments, promotions, and staff development.
- x. Manage and Discipline staff of the Council.
- xi. Liaise with the Chairman of the Council on day to day running of the Council.

## Educational Qualifications

Applicants must be in possession of a bachelor's degree and a master's degree in Management, Law, Economics, Public Administration, Human Resources Management/Development or Political Science.

## Experience

At least 10 years post qualification experience in senior Management positions in large Organizations.

## Competencies

This is a very strategic position and the post holder should demonstrate outstanding personal and management abilities. Good conceptual, analytical and problem solving skills, and ability to lead a team to achieve common goals; ability to establish and maintain effective working relationships with institutions and people of different national, political and cultural backgrounds is a necessity.

# JOB DESCRIPTION

**Job Title** : Director of Administration

**Grade** : E/M3

**Location** : Various District Councils

**Purpose of the Job:** To provide the necessary linkages and support services to the line Directorates as well as other stakeholders so that plans and programs of the Council are implemented.

## Duties:

- i. Coordinate and control the provision of support services and ensure the availability of resources and facilities (Stationery, equipment, furniture, vehicles) to all Directorates of the Council;
- ii. Provide advice and other services to standing Committees;
- iii. Ensure that motor vehicle fleet management systems are developed and adhered to;
- iv. Ensure adherence to laid down government regulations and procedures before engaging into contracts and procurement processes
- v. Initiate, formulate and coordinate training programs for Council staff.
- vi. Provide a forum for welfare, conflicts resolutions and public relations services;
- vii. Conduct critical appraisals of existing human resources policies and practices in the Council;
- viii. Provide sound human resource management and administrative systems and ensure that they are adhered to;
- ix. Provide and maintain sound management information systems to support financial and human resource management systems in the Council; and
- x. Coordinate the development and advancement of the Council's manpower.
- xi. Arrange for Chief's installations and welfare
- xii. Assist in resolving land disputes.

## Educational Qualifications

Applicants must be in possession of a bachelor's degree in Public/Business Administration, Political Science, Human Resource Management and a Master's degree In any of the above fields.

## Experience

This job requires a broad knowledge of general and human Resource management practices, associated with at least five (5) years practical experience at senior management level in a very busy Organization.

## Competencies

This is a senior post in the Council and provides a link between top management and

## **JOB DESCRIPTION**

staff and heads of support services. It is therefore essential that the post holder be prepared to meet demanding deadlines, deal with difficult people, and handle complex and difficult negotiation on major issues of policy of the Council on Human and General Management.

# JOB DESCRIPTION

**Job Title** : Chief Administrative Officer

**Grade** : F/M4

**Location** : Various District Councils

## **Duties:**

- i. Direct; coordinate and control administrative activities of the Council;
- ii. Devise programs for the implementation of the Council's policies together with contingency planning to meet unforeseen circumstances;
- iii. Determine the financial, manpower and other need for the efficient execution of the Council's emergency;
- iv. Assist in servicing Council's service committees;
- v. Determine and allocate management and supervisory responsibilities to subordinates within the Council;
- vi. Assist in matters to do with chief's administration;
- vii. Assist in resolving land disputes.

## **Educational Qualification**

Applicants must be serving Principal Administrative Officers (Grade G/M5) with at least 4 years' experience at that grade. Possession of a Master's degree will be an added advantage.

## **Experience**

At least four (4) years' experience.

## **Competencies**

This is a senior post in the Administration department that offers support services to the Council. It is therefore essential that the incumbent of the post holder should have analytical skills, be prepared to meet demanding deadlines and be able to deal with a cross section of people including Chiefs and Politicians.

# JOB DESCRIPTION

**Job Title** : Principal Administrative Officer

**Grade** : G/M5

**Location** : Various District Councils

## **Duties:**

- i. Process and co-ordinate administrative matters;
- ii. Prepare estimates and control of expenditure;
- iii. Assist in the preparation of new development projects;
- iv. Assist in servicing Council's service committees;
- v. Co-ordinate Council meetings and other activities;
- vi. Supervise staff engaged in administrative work;
- vii. Submit administrative reports.
- viii. Assist in matters to do with Chief's administration
- ix. Assist in resolving land disputes.

## **Educational Qualifications**

Applicants must be serving Administrative Officers (Grade I/M7) with a minimum of 4 years' experience at that grade.

## **Experience**

At least four 4 years.

## **Competencies**

This is a middle management post in the administration department of the Council that provides support services. The post holder is therefore supposed to have sound knowledge of administrative policies for proper translation and implementation.

## JOB DESCRIPTION

**Job Title** : Administrative Officer

**Grade** : I/M7

**Location** : Various District Councils

**Duties:**

- i. Undertake various administrative duties in the Council;
- ii. Undertake the immediate processing and coordination of related administrative matters at the Council;
- iii. Undertake secretarial work in management and Council meetings;
- iv. Maintain tight security of offices and buildings;
- v. Coordinate the general cleanliness and repair of offices and buildings;
- vi. Coordinate the management of physical assets of the Council;
- vii. Any other duties as may be assigned from time to time.

**Educational Qualifications**

Applicants must be in possession of a Bachelor's degree in Public Administration, Human Resource Management, Political Science or Business Administration.

**Competencies**

This post is an entry point in the administrative department. It is essential that the incumbent of the post should have gained knowledge in administrative matters including conflict resolution, fleet management, insurance management, and general office management.

# **JOB DESCRIPTION**

**Job Title** : Chief Human Resource Management Officer  
**Grade** : F/M4  
**Location** : Various District Councils

## **Duties:**

- i. Conduct research and review of terms and conditions of service for Council's and make appropriate recommendations for improvements.
- ii. Develop and formulate human resource management policies, procedures and practices.
- iii. Monitor, evaluate and ensure consistent implementation of human resource policies, practices and procedures.
- iv. Undertake recruitment processes and ensure that vacancies are timely filled.
- v. Coordinate the training function at the Council
- vi. Control the Council's authorized establishment.
- vii. Review and administer remuneration packages including allowances and other incentives for the Council.
- viii. Develop and recommend appropriate changes to Human Resource systems such as appraisal and performance management systems.
- ix. Undertake direct supervision, coordination and control of staff under his/her charge.
- x. Monitor the processing of the Council 's Payroll.
- xi. Ensure the observation of strict discipline of staff at the Council

## **Educational Qualifications**

Applicants must be serving Principal Human resource management Officers (Grade G/M5) with a minimum of four (4) years' experience at that grade.

## **Competencies:**

Should possess sound knowledge of Civil Service Human Resource management policies, procedures and practices. In addition, they should demonstrate the ability to critically analyse these and come up with suggestions for improvement.

# JOB DESCRIPTION

**Job Title** : Principal Human Resource Management Officer  
**Grade** : G/M5  
**Location** : Various District Councils

## Duties:

### 1. Establishment Control

- I. Ensure that the number and grades of jobs are correct in terms of amount and type of work to be done;
- II. Examine the Department's schedule of established offices and identify vacant posts;
- III. Identify and correct areas of over or under staffing.

### 2. Recruitment, Selection and placement

- I. Identify vacant posts and report them to the Local Government service commission or Appointments and Disciplinary Committee.
- II. Participate in the selection process;
- III. Place the right people in the right places.

### 3. Employee relations

- I. Consider and decide on employee grievances;
- II. Counsel employees on various employment and labour issues;
- III. Promote employer/employee relations at the work place.

### 4. Advisory role in personnel policies, practices and procedures

- I. Give advice on matters of proper utilization of staff;
- II. Monitor the activities of the Council and advise on compliance with established, Human Resource policies, practices and procedures.

### 5. Staff development

- I. Identify training needs of staff in conjunction with Sector heads.
- II. Prepare and carry out Council training plans.

### 6. Staff Supervision (Performance Management)

- I. Ensure that the work-load of junior staff under his/her charge is well planned and that the work is done according to schedule;
- II. Encourage staff to make decisions on matters they are dealing with to the fullest extent possible. Guide and direct them towards making correct decisions in a given situation.
- III. Supervise and co-ordinate the work of all staff under his/her charge.

# JOB DESCRIPTION

## 7. **Reward Management**

- I. Carry out salary assessment and recommend appropriate action to be taken.
- II. Liaise with the Head of Finance on the administration of the payroll;
- III. Administer staff allowances;
- IV. Participate in the preparation of the budget on personal emoluments.

## 8. **Revision of Human Resource management policies and amendments to MPSR, CSCR and Public Service ACT**

- I. Carry out initial analysis of regulations and conditions of service;
- II. Propose amendments to update regulations;
- III. Prepare draft position papers on conditions of service;
- IV. Liaising with Ministry of Justice on amendment of regulations.

## **Educational Qualifications**

Applicants must be serving Human Resource Management Officers (Grade I/M7) with a minimum of four (4) years' experience at that grade.

## **Competencies:**

Should possess sound knowledge of Civil Service Human Resource management policies, procedures and practices. In addition, they should demonstrate the ability to critically analyse these and come up with suggestions for improvement.

## JOB DESCRIPTION

**Job Title** : Human Resource Management Officer

**Grade** : I/M7

**Location** : Various District Councils

**Duties:**

- i. Administer/interpret the Council's terms and conditions of service
- ii. Processing requests for appointments, confirmation, promotions;
- iii. Initial processing/examination of disciplinary cases;
- iv. Participate in the preparation of estimates on personal emoluments;
- v. Supervise and co-ordinate the work of subordinate staff.

**Educational Qualifications**

Applicants must be in possession of a bachelor's degree in Human Resource Management or Public Administration obtained from a recognized Institution or Serving Senior Assistant Human resource Management Officer (Grade J/M8) with a minimum of four (4) years' experience at that grade.

**Competencies:**

The post holder should be familiar and conversant with the human resource management policies, procedures and practices. He/ she should also possess good analytical skills, conflict resolution skills and supervisory skills.

## JOB DESCRIPTION

**Job Title** : Human Resources Development Officer  
**Grade** : I/M7  
**Location** : Various District Councils

### Duties:

- i. Collect and capture data in the Human Resource Management Information System.
- ii. Conduct training needs assessment.
- iii. Compile training programs in liaison with Heads of Departments (HoDs).
- iv. Identify reputable training institutions to conduct in-house training programs.
- v. Process necessary logistics related to training program arrangements.
- vi. Ensure adequate allocation of funds for staff training.
- vii. Implement the training policy.
- viii. Any other relevant duties as assigned from time to time.

### Educational Qualifications

Applicants must have a bachelor's degree in Human Resource Management and Development or Public Administration from a recognized institution

### Competencies:

This is a middle management post in the Human Resource section that oversees capacity building programs for staff career development. It therefore essential that the post holder should have skills in conducting training needs assessment, arranging training programs and should be resourceful.

## JOB DESCRIPTION

**Job Title** : Senior Assistant Human Resource Management Officer  
**Grade** : J/M8  
**Location** : Various District Councils

**Duties:**

- i. Interpret and apply terms and conditions of service of the Council, Treasury Instructions and other instructions as may be issued from time to time.
- ii. Conduct recruitment and selection of staff;
- iii. Process terminal benefits in line with retirement regulations.
- iv. Conduct on the job training of subordinate staff.
- v. Maintain up-to-date inventory of stores and equipment;
- vi. Supervise staff subordinate to him/her.

**Qualifications**

Applicants must be serving Assistant Human Resource Management Officers (Grade K/M9) with a minimum of four (4) years' experience at that grade.

**Competencies:**

This is a supervisory post for junior officers in the human resource section. The post holder should therefore have sound knowledge of Human Resource procedures and practices including the handling of recruitment and selection, terminal benefits and disciplinary issues.

# JOB DESCRIPTION

**Job Title** : Assistant Human Resource Management Officer  
**Grade** : K /M9  
**Location** : Various District Councils

## Duties:

### a) Recruitment

- I. Report vacancies to either Local Government service commission or Appointments and Disciplinary Committee
- II. Prepare shortlist for submission to LGSC or ADC;
- III. Invite shortlisted candidates for interviews;
- IV. Serve as a member or secretary on an interview board.

### b) Management

- I. Ensure that junior staff carry out their duties to the required standard and target.
- II. Ensure that discipline is maintained among junior through setting of disputes, counselling issuing letters of warning.

### c) Advisory Role

- I. Assist in the interpretation of terms and conditions of service for the Council and other circulars as may be issued from time to time.
- II. Advise on matters concerning establishment and staff deployment.

### d) Office Service Role

- I. Purchase, stock and issues stores and stationery items;
- II. Control use and arrange service or repair of vehicles;
- III. Ensure proper use of office equipment, machinery and arrange service or repair promptly.

## Educational Qualifications

Applicants must be in possession of a diploma/advanced diploma in Human resource management obtained from a recognized and approved training Institutions and colleges.

## Competencies

This is a supervisory post for junior officers in the human resource section. The post holder should therefore have sound knowledge of Human Resource procedures and practices including the handling of recruitment and selection, terminal benefits and disciplinary issues.

## JOB DESCRIPTION

**Job Title** : Senior Clerical Officer

**Grade** : L/M10

**Location** : Various District Councils

**Purpose of the Job:** To provide efficient and effective clerical and other support services

**Duties:**

- i. Supervise staff under his/her charge;
- ii. Maintain the inventory;
- iii. Open and update personnel records;
- iv. Supervise the filing of general correspondence
- v. Maintain and update the filing index
- vi. Supervise the undertaking of Morning List on daily basis
- vii. Appraise staff under his/her charge;
- viii. Maintain and update Staff Quarterly Return.

**Educational Qualifications**

Applicants must be in possession of a Malawi school certificate of Education (MSCE) with a minimum of 2 years' experience working as a clerical officer.

**Competencies:**

The holder of the post is the in-charge in the Registry and supervises registry staff. The holder should have supervisory skills and should be conversant with general human resources practices.

## JOB DESCRIPTION

**Job Title** : Clerical Officer (CO)  
**Grade** : M/M11  
**Duty Station** : Various District Councils

**Duties:**

- i. Dispatch official mail
- ii. Track movement of files
- iii. File documents
- iv. Maintain incoming and outgoing mail register
- v. Supervise subordinate staff
- vi. Prepare terminal benefits application forms.
- vii. Open files.

**Educational Qualifications**

Applicants must be in possession of a Malawi Certificate of Education and a certificate in Human Resource Management.

**Competencies:**

The holder of the post performs duties in the registry that include opening files and filing documents, He/ she should have computer skills and should be able to analyse documents.

## JOB DESCRIPTION

**Job Title** : Stores Clerk  
**Grade** : M/M11  
**Location** : Various District Councils

### Duties:

- i. Stock control and stock review;
- ii. Receipt;
- iii. Safe custody and issue of stores;
- iv. Maintenance of stores records;
- v. Preparation and maintenance of tender documents;
- vi. Submit monthly/ Quarterly stock movement and report to management.

### Educational Qualifications

Applicants must be in possession a Malawi school certificate of Education (MSCE) and a certificate in Purchasing and Supply.

### Competencies

The holder of the post is responsible for manning the stores office. He/ She should have computer skills and sound knowledge of procurement and stores procedures and processes.

# JOB DESCRIPTION

**Job Title** : Principal Internal Auditor

**Grade** : G/M5

**Responsible to** : District Commissioner

**Purpose of the Job:** For effective control and utilization of financial and material resources and assets in the public Council in conformity with the Finance and Audit Act and other relevant regulations.

## Duties:

- i. Execute audit exercises in the Council basing on the routine and perceived need.
- ii. Advise management on proper financial procedures and controls.
- iii. Prepare audit reports and recommend improvements in the handling of funds at the Council.
- iv. Carry out special audit as requested by management.
- v. Evaluate accounting and internal control systems within the Council.
- vi. Develop and institute internal control systems
- vii. Develop appropriate stores/ Accounting procedures for the Council.
- viii. Verify cash against receipts.
- ix. Check the correctness of voucher costing in the Ledgers.
- x. Check all registers against items entered and stored;

## Educational Qualifications

Applicants must be in possession a bachelor's degree in Internal Auditing, Business Administration/Commerce

## Experience

At least four (4) years' experience at M7 level.

## Competencies

The incumbent will work in a challenging environment hence excellent knowledge of accounting/financial principles, practices and regulations is essential. Ability to conduct investigations within specific time frame is required.

# JOB DESCRIPTION

<b>Job Title</b>	: Internal Auditor
<b>Grade</b>	: I/M7
<b>Location</b>	: Various District Councils

## Duties:

- i. Manage the internal audit function.
- ii. Develop audit methodology and risk management processes.
- iii. Carry out inspections of Council property.
- iv. Carry out special audit assignments.
- v. Ensure the council is adhering to rules, regulations in executing its functions.
- vi. Advise council on internal controls and ensure that internal controls are working as designed.
- vii. Supervise junior staff in the Internal Audit Section
- viii. Any other relevant duties as assigned from time to time.

## Educational Qualifications

Applicants must be in possession of a bachelor's degree in Internal Auditing, Business Administration or Commerce

## Competencies

The incumbent will work in a challenging environment hence excellent knowledge of accounting/financial principles, practices and regulations is essential. Ability to conduct investigations within specific time frame is required.

# JOB DESCRIPTION

**Job Title** : Procurement Officer  
**Grade** : I/M7  
**Location** : Various District Councils

## Duties:

- i. Plan, organize, direct and control the operations of the procurement section.
- ii. Liaise with the Human Resource section with regard to training programs for the procurement staff.
- iii. Prepare, maintain and update supplies list.
- iv. Prepare the Council's procurement plan in consultation with the Directors.
- v. Maintain procurement records.
- vi. Serve as Secretary to the Internal Procurement Committee (IPC) meetings.
- vii. Take part in the preparation of tender documents, sell of tender documents, opening of tenders and evaluation of tenders.
- viii. Any other relevant duties as assigned from time to time.

## Educational Qualifications

Applicants must be in possession of a bachelor's degree in Purchasing and Supply, Supply Chain Management or Level 6 of CIPS.

## Competencies

The incumbent will work in a challenging environment hence excellent knowledge of procurement procedures, practices and regulations is essential. The incumbent must have good analytical, computer and negotiating skills.

# JOB DESCRIPTION

<b>Job Title</b>	: Principal Systems Analyst/ Programmer
<b>Grade</b>	: G/M5
<b>Location</b>	: Various District Councils

## Duties:

- i. Lead the ICT Team at the Council;
- ii. Prepare detailed system requirements, incorporating system, impact analysis as well as user cases.
- iii. Conduct reviews with Systems Analysts and other users;
- iv. Review technical system design as well as quality authorization test strategy/ Plan documents;
- v. Involve and manage change control procedures and issue related list;
- vi. Define application problem by liaising with clients;
- vii. Develop solution by preparing and evaluating alternative workflow solutions;
- viii. Control solution by establishing specifications; coordinating production with programmers;
- ix. Provide reference by writing documentation;
- x. Accomplish information systems and Council mission by completing related results as needed.

## Educational Qualifications

Applicants must be serving Systems Analyst/Programmer (Grade I/M7) with four (4) years' experience at that grade and in Possession of a bachelor's degree in either Management Information Systems, Computing, Business information Technology, Information Systems or Communication from recognized Institutions.

## Competencies

The incumbent is the head of the Information Technology section at the Council. The job holder must demonstrate planning, requirement analysis, system design, implementation, integration and testing and good maintenance skills. Must possess supervisory skills as he/ she is responsible for the supervision of quality and progress of documents developed by systems analysts. Must be able to collaborate with sectors and management in assessing systems requirements and Council needs.

# JOB DESCRIPTION

<b>Job Title</b>	: Systems Analyst/ Programmer
<b>Grade</b>	: I/M7
<b>Location</b>	: Various District Councils

## Duties:

- i. Generate, automate and produce operational reports and management information.
- ii. Ensure compliance with information security protocols.
- iii. Deal with system queries and process requests in relation to problem solving, systems configuration and technical faults.
- iv. Maintain and support users through help desk service for employee/manager self service
- v. Assist with processes relating to systems upgrades, including reviewing release notes, formulating and running systems tests, trouble shooting
- vi. Assist with release of information relating to systems upgrades and changes to processes.
- vii. Develop ICT policies for the Council
- viii. Any other relevant duties as assigned from time to time.

## Educational Qualifications

Applicants must be in possession of a bachelor's degree in Information Technology, Management Information Systems or Computer Sciences obtained from a recognized institution.

## Competencies

The incumbent is responsible for ensuring that computer systems are up to date and that integrity, availability and confidentiality of data are guaranteed. He/ she must have good communication skills and the ability to relate to all members of staff. He/ She also must have sound knowledge of computer policies.

# JOB DESCRIPTION

**Job Title** : Programmer

**Grade** : KM9

**Location** : Various District Councils

## Duties:

- i. Provide professional, timely and effective desktop and ICT support services to users;
- ii. Assist 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;
- iii. Manage all network hardware and equipment, including routers, switches, hubs and UPS;
- iv. Provide first hand support and troubleshooting to all office staff for IT matters;
- v. Assist in the development of Directorates System functional specifications to optimize ICT capability and achieve operational objectives;
- vi. Contribute to projects and programs of work that contribute to the effective development, delivery and maintenance of ICT services within the Directorate;
- vii. Manage ICT assets and keeping track of maintenance servicing of equipment and consumables.

## Educational Qualifications

Applicants must be in possession of a diploma in either Computer Studies or Information Technology from a recognized Institution.

## Competencies

The Job holder deals with web development and updates software. He/she must be proficient in core programming languages and should also demonstrate understanding of algorithms and data structures.

## JOB DESCRIPTION

**Job Title : Data Preparation Clerk**

**Grade : M/M11s**

**Location : Various District Councils**

**Duties:**

- i. To capture data;
- ii. Check and verify information for accuracy before further processing;
- iii. Provide end user support;
- iv. Provide first level technical support;
- v. Ensure clean working environment;
- vi. Any other duties as assigned from time to time.

**Educational qualifications**

Applicants must be in possession of a Malawi School Certificate of Education with credits in English and Mathematics and a certificate in Information Technology / Computing.

## JOB DESCRIPTION

**Job Title** : Senior Personal Secretary

**Grade** : J/M8

**Location** : Various District Councils

### **Duties:**

- i. Take dictation
- ii. Transcribe
- iii. Type general and confidential correspondence
- iv. File mail
- v. Undertake reception duties
- vi. Maintain the boss's appointments diary
- vii. Operate office equipment of various types

### **Educational Qualifications**

Applicants must be serving Shorthand typist Grade K/M9 with at least four (4) years' experience at that grade. They should possess 120 words per minute Shorthand certificate and 50 words per minute Typing Certificate obtained from a recognized institution.

### **Competencies**

The incumbent is to serve in the office of the District commissioner, she must have the ability to maintain confidentiality, integrity and availability. She must have good communication skills, computer knowledge, and a good sense of humour and must be well organized.

## JOB DESCRIPTION

**Job Title** : Shorthand Typist/Stenographer

**Grade** : K/M9

**Location** : Various District Council's

**Duties:**

- i. Take dictation
- ii. Transcribe
- iii. Type general and confidential correspondence
- iv. File mail
- v. Undertake reception duties
- vi. Maintain the boss's appointments diary
- vii. Operate office equipment of various types such as fax, photocopiers etc.

**Educational Qualifications:**

Applicants must be serving Senior Copy; Typist (Grade L/M10) or Copy Typist (Grade M/M11) with a minimum of 100 words per minute Shorthand Certificate and 50 words per minute Typing Certificate obtained from a recognized Institution.

Applicants from outside the service must possess a Malawi School certificate of Education with at least 100 words per minute Shorthand Certificate and 50 words per minute Typing certificate obtained from a recognized institution.

**Competencies**

The incumbent is to serve in the office of the Director, she must have the ability to maintain confidentiality, integrity and availability. She must have good communication skills, computer knowledge, a good sense of humour and well organized.

## JOB DESCRIPTION

# FINANCE

# JOB DESCRIPTION

<b>Job Title</b>	: Director of Finance
<b>Grade</b>	: E/M3
<b>Location</b>	: Various District Councils
<b>Main Purpose of the Job</b>	: For the efficient management of the Finances of Council.

## Duties:

- i. Coordinate the day to day activities of the finance directorate;
- ii. Prepare all estimates in consultation with all the directorates;
- iii. Manage all funds and investments at the Council;
- iv. Report to the District Commissioner and Council Finance Committee on any anticipated over expenditure, authorized expenditure and deviation from regulations;
- v. Maintain the accounting system and supervise all financial staff;
- vi. Prepare annual accounts, grant claims, external and internal financial statements, statistics and cost statements;
- vii. Attend Finance Committee and other Committee meetings; and
- viii. Adopt and implement an appropriate expenditure monitoring and control mechanical.

## Educational Qualification

Applicants must be in possession of a bachelor's degree in Accountancy, Business Administration and a professional certificate of ACCA, CIMA from Recognized institutions.

## Experience

At least 5 years Post-qualification experience in a Senior Position. Those with a Master's degree will have added advantage.

## Competencies

This is a senior post in the Council and excellent knowledge of accounting/financial principles and practices should be demonstrated. The post holder should also demonstrate ability to draft financial management reports, analyse problems and provide proposals.

# JOB DESCRIPTION

**Job Title** : Chief Accountant  
**Grade** : F/M4  
**Location** : Various District Councils

## Duties:

- i. Prepare both Development and locally generated accounts.
- ii. Ensure timely follow up and response of audit queries.
- iii. Ensure that utility bills for the council are settled.
- iv. Consolidate monthly sector accounts.
- v. Manage reconciliations.
- vi. Allocate and supervise duties in Finance Department.
- vii. Assist in training Financial Management and accounting to council staff and members.
- viii. Any other relevant duties as assigned from time to time.

## Educational Qualifications

Applicants must be serving Principal Accountants (Grade G/M5) in possession of a bachelor's degree in Accountancy and must be studying towards the final level of ACCA/CIMA.

## Experience

A minimum of four (4) years experience at that grade.

## Competencies

The incumbent will deputize the Director of Finance and must have good knowledge of Accounting/Financial principles and practices. The post holder will be responsible for supervising staff in the department and must have good supervisory skills, He/ She should also demonstrate ability to lead the team in undertaking financial activities e.g. resource mobilization, producing financial management reports, and bank reconciliation.

# JOB DESCRIPTION

**Job Title** : Principal Accountant  
**Grade** : G/M5  
**Location** : Various District Councils

## Duties:

- i. Prepare Cash flow forecasts.
- ii. Provide on the job training to junior staff on financial accounting.
- iii. Consolidate monthly returns of expenditure.
- iv. Prepare expenditure estimates.
- v. Counter signing of documents.
- vi. Attend to Audit queries.
- vii. Assist with bank reconciliations.
- viii. Any other relevant duties as assigned from time to time.

## Educational Qualifications

Applicant must be serving Accountants (Grade I/M7) in possession of a bachelor's degree in Accountancy.

## Experience

A minimum of four (4) years' work related experience.

## Competencies

The post holder is responsible for ensuring that the various sections of the department are functional and that staff are well trained in the various accounting tools and systems. He/ she should demonstrate the ability to enforce accounting controls so as to minimize audit queries. He/ She must have good analytical and supervisory skills.

# JOB DESCRIPTION

**Job Title** : Accountant  
**Grade** : I/M7  
**Location** : Various District Councils

## Duties:

- i. Prepare monthly Cash flows.
- ii. Supervise processing of payments.
- iii. Maintain cashbook.
- iv. Ensure paid vouchers are properly filed.
- v. Ensure that the Council is adhering to its commitments i.e. VAT/ surtax, WHT PAYE etc.
- vi. Ensure that transactions are correctly posted and verifying subsidiary books before posting into the General Ledger.
- vii. Any other relevant duties as assigned from time to time.

## Educational Qualifications

Applicants must be in possession of a bachelor's degree in Accountancy obtained from a recognized institution or serving Senior Assistant Accountants (Grade J/M8) with a minimum of four (4) years experience at that grade.

## Competencies

The post holder is the head of an accounting section and must ensure proper management of the section. He/ She must have sound knowledge of financial principals, practices and procedures. Must demonstrate the ability to lead a team of highly motivated accounting personnel. He/ She must be conversant with financial software's e.g. sage.

## JOB DESCRIPTION

**Job Title** : Assistant Accountant (Reconciliation)  
**Grade** : K/M9  
**Location** : Various District Councils

**Duties:**

- i. Supervise bank reconciliations.
- ii. Supervise cash reconciliations.
- iii. Reconcile VAT/ surtax, WHT PAYE accounts.
- iv. Any other relevant duties as assigned from time to time.

**Educational Qualifications**

Applicants must be in possession of a diploma in Accounting or Business studies.

**Competencies**

The post holder is responsible for ensuring that bank reconciliations are properly managed at the Council. Must ensure that Tax deductions are remitted on time.

## JOB DESCRIPTION

**Job Title** : Assistant Accountant (Recurrent)

**Grade** : K/M9

**Location** : Various District Councils

**Duties:**

- i. Prepare expenditure cashbooks
- ii. Check ledgers
- iii. Post transactions
- iv. Any other relevant duties as assigned from time to time.

**Educational Qualifications**

Applicants must be in possession of a diploma in Accounting or Business studies

## **JOB DESCRIPTION**

**Job Title** : Assistant Accountant (Development)

**Grade** : K/M9

**Location** : Various District Councils

**Duties:**

- i. Supervise development funds.
- ii. Prepare development financial reports.
- iii. Supervise junior staff within the section.
- iv. Any other relevant duties as assigned from time to time.

**Educational Qualifications**

Applicants must be in possession of a diploma in Accounting or Business studies.

JOB DESCRIPTION

# **PLANNING AND DEVELOPMENT**

## JOB DESCRIPTION

**Job Title** : Director of planning and Development

**Grade** : E/M3

**Location** : Various District Councils

**Purpose of the Job:** Overall planning and coordinating Socio-Economic and Physical Development of the Council.

### **Duties:**

- i. Direct and supervise staff in the directorate to gain effective and efficient achievement of work programs.
- ii. Provide leadership in assessing projects based on viability and established Council policies.
- iii. Forecast realistic project disbursement and development expenditure.
- iv. Design and implement the Council's monitoring and evaluation system.
- v. Develop sustainable strategies and techniques for mobilizing communities to participate in development undertakings.
- vi. Review community Development programs technically and financially from time to time and making recommendations for appropriate actions.
- vii. Forecast, mitigate and coordinate relief and disaster preparedness activities in the Council.
- viii. Ensure that HIV/AIDS and Gender issues are integrated into all development programs of the Council.

### **Educational Qualifications**

Must be in possession of a bachelor's degree in Social Sciences (Economics) or Development Studies and a Master's degree in the above fields.

### **Experience**

A minimum of Five (5) years' experience in a Senior Planning or Rural development position in a reputable organization or government institutions.

### **Competencies**

This job requires a broad knowledge of Development Economics or Rural Development Economics as they fit into the Poverty Reduction Policies of Government so that they are translated to suit Council needs. Ability to network or interface with officials and experts in other organization or institutions, and sensitivity to the needs of the Communities are prerequisites.

## JOB DESCRIPTION

**Job Title** : Economist (Monitoring & Evaluation)

**Grade** : I/M7

**Location** : Various District Councils

**Duties:**

- i. Maintain and manage the Council's data bank
- ii. Prepare project reports
- iii. Prepare quarterly, semi-annual output based reports
- iv. Monitor performance and progress of Council projects
- v. Serve as Secretary to the Council Data Coordination Committee
- vi. Any other relevant duties as assigned from time to time

**Educational Qualifications**

Applicants must be in possession of a bachelor's degree in Social Sciences (Economics) or Development Studies.

JOB DESCRIPTION

# PUBLIC WORKS

# JOB DESCRIPTION

**Job Title** : Director of Public Works  
**Grade** : E/M1  
**Location** : Various District Councils

## Duties:

- i. Plan and coordinate the day to day activities of the Directorate.
- ii. Set standards for the construction and maintenance of all Public Works programs.
- iii. Advise the Public Works Committee of the Council and the District Commissioner on all Infrastructure development programs.
- iv. Maintain effectively the resources allocated to the Directorate.
- v. Formulate and review shelter policies to ensure optimal utilization of land resources in the Council.
- vi. Ensure that estate management and valuation activities are properly performed.
- vii. Ensure that regulations and procedures for administering contacts on constructions and maintenance projects are adhered to; and.
- viii. Ensure that portable water is available to the residents of the Council.

## Educational Qualifications

Applicants must be in possession of a bachelor's degree in civil Engineering or Structural Design/Quantity Surveying or Architecture and must have a Master's degree in any of the above fields from a recognized institution and must be registered with the relevant professional body.

## Experience

A minimum of five 5 years experience in a busy construction or engineering environment and serving in a senior position in private or public sector.

## Competencies

This post is strategic in ensuring effective and efficient delivery of Public Works programs in the Council hence the incumbent should have an in depth knowledge of all aspects of engineering and technical work. He/ She should demonstrate ability to plan effectively the operations of the Directorate and monitor accomplishments against set targets.

## JOB DESCRIPTION

**Job Title** : Building Supervisor  
**Grade** : K/M9  
**Location** : Various District Councils

**Duties:**

- i. Review building regulations
- ii. Ensure that development plans are in compliance with building regulations
- iii. Develop designs for the Council to guide developers.
- iv. Coordinate technical appraisal and review of building plans
- v. Coordinate enforcement activities to enhance adherence to planning and building standards in the Council;
- vi. Advise the Council on building control matters
- vii. Any other relevant duties as may be assigned from time to time.

**Educational Qualifications**

Applicants must be in possession of a grade One (1) Trade Test Certificate.

**Experience**

A minimum of four (4) years' experience in the Construction industry.

## JOB DESCRIPTION

# HEALTH

# JOB DESCRIPTION

**Job Title** : Director of Health and Social Services  
**Grade** : E/M3  
**Location** : Various District Councils

## Duties:

- i. Plan and coordinate day to day activities of the Directorate
- ii. Advise the Health Committee of the Council and the District Commissioner on all health and Social Welfare Services;
- iii. Control the use of resources in the Directorate
- iv. Develop annual health and Social Welfare Services plans for the Council;
- v. Prepare estimated drugs and other necessary medical requirements for the Council
- vi. Ensure that health standards are upheld all the time;
- vii. Liaise with the ministry of Gender and Community Services on issues of Social Welfare.

## Educational Qualifications

Applicants must be serving officers at grade F/M4 in possession of a bachelor's degree in Human Medicine or Public Health.

Those with a Master's degree will have added advantage.

## Experience

A minimum of four (4) years experience at that grade.

## Competencies

This is a strategic professional position and the incumbent is the head of the directorate hence must demonstrate the drive and determination for excellence and quality .

## JOB DESCRIPTION

**Job Title** : Chief Preventive Health Officer  
**Grade** : HF/M4  
**Location** : Various District Councils

### Duties:

- i. Plan, implement, monitor and evaluate Environment health services and social welfare services of the Council;
- ii. Prepare, implement the budget for the Preventive Health Services Section
- iii. Supervise officers in the section,
- iv. Conduct Civic education on environmental health issues;
- v. Promote sanitation and hygiene at the Council,
- vi. Any other relevant duty assigned from time to time.

### Educational Qualifications

Applicants must be serving Principal Environmental Health Officers (Grade G/M5) in possession of a bachelor's degree in Public health obtained from a recognized University/Institution. Those with a Master's degree will have an added advantage.

### Experience

A minimum of (4) years relevant work experience at that grade.

### Competencies

The job holder is responsible for recognizing, investigating and managing infectious diseases of public health importance. He/ she must demonstrate the ability to undertake health care routine and transmission based infection control precautions including the provision of immunizations and the management of associated adverse events. Must be able to ensure the effective prevention and control of communicable diseases through the maintenance of comprehensive surveillance, investigation, management, partner notification and follow-up programs.

# JOB DESCRIPTION

**Job Title** : Chief Medical Officer  
**Grade** : HF/M4  
**Location** : Various District Councils

## Duties:

- i. Perform clinical work at the hospital including supporting/assisting doctors and clinicians in managing various medical and surgical conditions, in line with national treatment guidelines and protocols;
- ii. Evaluate/review patients referred to him/her by junior clinicians during ward rounds and/or out-patient clinics;
- iii. Conduct major and minor surgical procedures of general surgery and gynaecology/obstetrics;
- iv. Respond to emergency calls even after normal working hours, as necessary;
- v. Participate in the plan and implementation of disease surveillance protocols;
- vi. Prepare and monitor the on call-clinical rota for the hospital.
- vii. Participate in being on-call at the hospital
- viii. Ensure smooth implementation of, and strict adherence to minimum standards of clinical Services including Infection Prevention Guidelines;
- ix. Enforce professional conduct and work ethics (discipline) among clinical staff at the hospital and ensure that the staff always observe the dressing code.

## Educational Qualification

Applicants must be serving Principal Medical Officers (Grade G/M5) in possession of a bachelor of Medicine, bachelor of Surgery degree.

## Experience

A minimum of four (4) years' experience at that grade.

## Competencies

The job holder is the technical in charge of the district hospital, He/ She must demonstrate the ability to plan and manage resources for the health sector and ensure availability of drugs and medical supplies and proper functioning of medical equipment. Must exhibit sound evidence-based decision making and analytical abilities on the health needs of the public. He/ She must develop recommend and implement public policies in support of improved health including contributing to the planning and delivery of public health programs and services.

## JOB DESCRIPTION

**Job Title** : Principal Medical Officer  
**Grade** : Grade G/M5  
**Location** : Various Districts Councils

### **Duties:**

- i. Serve as Head of Clinical Services department at the Council;
- ii. Take lead in clinical Work (patient care) including being on call, conduct ward rounds and OPD clinics both at the hospital and peripheral health facilities;
- iii. Recommend the procurement of drugs, medical supplies and medical equipment for the district;
- iv. Coordinate the preparation of annual budgets for the hospital in collaboration with the DHMT;
- v. Compile periodic reports as determined by the DHMT on the performances of the hospital and curative services in the district;
- vi. Ensure that all deaths in the hospital are audited and measures taken to prevent unnecessary deaths.
- vii. Supervise all medical staff under his/her control.

### **Educational Qualifications**

Applicants must be serving Senior Medical Officers (Grade HH/M6) in possession of a bachelor of Medicine, bachelor of Surgery degree with a minimum of four (4) years' experience at that grade post internship.

### **Competencies**

The job holder must demonstrate in-depth knowledge and hands on experience in all aspects of clinical medicine. Must demonstrate ability to manage multi-disciplinary health care teams at the Council. Deputizes the chief medical officer and assist on operational matters.

# JOB DESCRIPTION

**Job Title** : Senior Medical Officer  
**Grade** : HH/M6  
**Location** : Various District Councils

## Duties:

- i. Manage various medical and surgical conditions in line with National Treatment Guidelines and Protocols;
- ii. Conduct regular ward rounds and in-patients as necessary;
- iii. Conduct regular or scheduled out-patients' clinics;
- iv. Participate in the training and supervision of clinicians and nurses (Student's internships) under his/her control;
- v. Conduct surgical procedures of generic surgery and gynaecology/obstetrics;
- vi. Ensure compliance with minimum standards of clinical services by all staff under him/her including infection prevention guidelines and coordinate the preparation and maintenance of up to date patient medical records;
- vii. Perform routine monitoring of health indicators and using data in planning and management of health services.

## Educational Qualifications

Applicants must be in possession of a bachelor of Medicine, bachelor of Surgery degree from a recognized university/ institution.

## Experience

Must have undergone the eighteen (18) months internship programme.

## Competencies

The job holder is responsible for undertaking day to day clinical duties and periodic medical examinations. Must have supervisory skills and good analytical skills. He/ She must demonstrate the ability to attend to medical duty calls after working hours.

## JOB DESCRIPTION

**Job Title** : Principal Nursing Officer  
**Grade** : HG/M5  
**Location** : Various District Councils

### Duties:

- i. Plan and implement comprehensive quality nursing care, using the nursing/Midwifery process and critical thinking;
- ii. Perform activities of daily living for the patients 24 hours/day;
- iii. Collaborate with other health workers in meeting specific needs of the patients;
- iv. Facilitate adherence to standard precautions of infection prevention and control practices;
- v. Build therapeutic relationship with patients, guardians and fellow health workers;
- vi. Document and maintain accurate records of all nursing care activities performed;
- vii. Maintain professional code of conduct at all times.

### Educational Qualifications

Applicants must be serving Senior Nursing officers (Grade HH/M6) in possession of a Bachelor's degree in Nursing and Midwifery, Paediatric Nursing or Nursing Education from a recognized University/Institution.

### Experience

A minimum of four (4) years' work experience at that grade.

### Competencies

The incumbent of the post is the Nurse in charge at the Council. He/ She must demonstrate leadership and influence skills, provide policy advice and ensure sound planning and delivery of health systems and services. Must have the ability to provide advice and credible professional opinion on nursing and midwifery contribution to meeting population health goals and development of health plans at the Council.

## JOB DESCRIPTION

**Job Title** : Senior Nursing Officer  
**Grade** : HH/M6  
**Location** : Various District Councils

### Duties:

- i. Plan and implement comprehensive quality nursing care, using the Nursing/Midwifery process and critical thinking;
- ii. Perform activities of daily living for the patients 24 hours/day.
- iii. Collaborate with other health workers in meeting specific needs for the patients;
- iv. Facilitate adherence to standard precautions of infection prevention and control practices;
- v. Build therapeutic relationship with patients, guardians and fellow health workers;
- vi. Document and maintain accurate records of all nursing care activities performed;
- vii. Maintain professional code of conduct at all times;
- viii. Develop ward/department policies in consultation with other multidisciplinary team members.

### Educational Qualifications

Applicants must be serving Nursing Officers (Grade I/M7) in possession of a bachelor's degree in Nursing and Midwifery, paediatric Nursing or Nursing Education from a recognized University/Institution.

### Experience

A minimum of four (4) years' experience at that grade.

## JOB DESCRIPTION

**Job Title** : Nursing Officer  
**Grade** : HI/M7  
**Location** : Various District Councils

**Duties:**

- i. Ensure day to day operations of the hospital wards to ensure their smooth functioning.
- ii. Plan, direct and control the Council's Nursing programs to ensure that they are efficiently and effectively implemented.
- iii. Supervise Nursing staff to ensure that they perform their duties efficiently and effectively.
- iv. Organize training for nursing personnel to improve their skills performance.

**Educational Qualifications**

Applicants must be in possession of a bachelor's degree in either Paediatric Nursing, Community Nursing or Education Nursing.

**Competencies**

The job holder should have managerial skills to manage staff under His/ Her charge and should also have critical thinking skills for patient care which includes provision of health care to patients according to set standards.

## JOB DESCRIPTION

**Job Title** : **Nursing Officer- Psychiatric**

**Grade** : HI/M7

**Location** : Various District Councils

### **Duties:**

- i. Plan and implement quality psychiatry nursing care using the nursing process;
- ii. Perform activities of daily living for the patients 24 hours/day;
- iii. Collaborate with other health workers in meeting specific needs of the patients;
- iv. Adhere to standard precautions of infection prevention and control practices;
- v. Build therapeutic relationship with patients, guardians and fellow health workers;
- vi. Document and maintain accurate records of all mental health/psychiatric nursing care activities performed;
- vii. Maintain professional code of conduct at all times;
- viii. Develop ward/department policies in consultation with other multidisciplinary team members;
- ix. Monitor that all health workers comply with quality standards of care;
- x. Supervise Nurse midwives, students and subordinate staff;
- xi. Conduct performance appraisal for subordinates and make recommendations accordingly;
- xii. Compile weekly and monthly duty rosters for the ward.

### **Educational Qualifications**

Applicants must be in possession of a bachelor's degree in Mental Health-Psychiatric Nursing from recognized institutions.

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## JOB DESCRIPTION

**Job Title** : Senior Nurse Midwife Technician  
**Grade** : J/M8  
**Location** : Various District Councils

### Duties:

- i. Provide direct nursing/ midwifery care to all patients with health problems and use nursing/midwifery processes to assess, plan, implement and evaluate nursing/midwifery care;
- ii. Build therapeutic relationship with patients, their relatives and fellow health workers;
- iii. Observe patient's condition, progress and documents findings and implementations;
- iv. Evaluate care given to patients and takes appropriate action;
- v. Conduct health education to individuals, families and communities;
- vi. Control and monitor resources;
- vii. Supervise nurse midwife technicians, subordinates and students.

### Educational Qualification

Applicants must be serving registered Nurses/ Nurse Midwife Technicians (Grade K/M9)

### **Experience**

A minimum of four (4) years experience at that grade.

## JOB DESCRIPTION

**Job Title** : Nurse Midwife Technician

**Grade** : HK/M9

**Location** : Various District Councils

### **Duties:**

- i. Provide quality nursing care using the nursing/midwifery process;
- ii. Perform activities of daily living for the patients 24 hours/day;
- iii. Observe patients' condition and progress;
- iv. Maintain a clean and safe environment for patient cares;
- v. Use appropriate common skills during nursing care;
- vi. Administer medication and treatment to patients and clients;
- vii. Assist in the rehabilitation of patients through application of principles of prevention of deformities, range of motion exercise and body alignment;
- viii. Adhere to continuous professional development;
- ix. Document and maintain accurate records of all nursing care activities performed;
- x. Building therapeutic relationship with patients, guardians and fellow health workers.

### **Educational Qualifications**

Applicants must be in possession of a diploma in Nursing and Midwifery obtained from a recognized University/Institution, and be a registered member of the Nurses and Midwives Council of Malawi.

## JOB DESCRIPTION

**Job Title** : Community Midwife Assistant

**Grade** : HL/M10

**Location** : Various District Councils

**Duties:**

- i. Build and maintain therapeutic relationship with patients, guardians and fellow health workers and use appropriate communication skills at all times;
- ii. Conduct comprehensive assessment of patients/clients needing midwifery services;
- iii. Use the midwifery process to assess, plan, implement and evaluate midwifery care;
- iv. Identify actual and potential needs of women throughout the maternity cycle and provide the necessary care, management and refer where appropriate;
- v. Manage selected gynaecological and obstetrical problems such as post Abortion Care;
- vi. Implement measures for reducing maternal and infant morbidity and mortality;
- vii. Promote preconception health and that of adolescents with emphasis on the girl child;
- viii. Adhere to standard precautions of infection prevention and control practices'
- ix. Any other duties as may be assigned from time to time by management.

**Educational Qualifications**

Applicants must be in possession of a certificate in Community Midwifery from a recognized University/institution. Applicants must be registered with Midwives Council of Malawi.

## JOB DESCRIPTION

**Job Title** : Rehabilitation Officer  
**Grade** : HI/M7  
**Location** : Various District Councils

### Duties:

- i. Take history from patients referred for rehabilitation services;
- ii. Assess patients requiring physiotherapy services basing on required standards;
- iii. Treat patients basing on the assessment findings;
- iv. Give home care treatment;
- v. Participate in outreach programs;
- vi. Report to superiors;
- vii. Supervise students and interns.

### Educational Qualifications

Applicants must be in possession of a bachelor's degree in physiotherapy or Occupational therapy obtained from a recognized university/ institution.

## JOB DESCRIPTION

**Job Title** : Rehabilitation Assistant

**Grade** : HK/M9

**Location** : Various District Council

### Duties:

- i. Working under the supervision and direction of the senior Rehabilitation Technician;
- ii. Attending ward rounds;
- iii. Conducting home visits;
- iv. Providing advice to patients, caregivers and clients;
- v. Adhering to continuous professional development;
- vi. Providing passive exercises to patients and clients;
- vii. Retraining patients and clients in activities of daily living.

### Educational Qualification

Applicants must be in possession of a diploma in Medical rehabilitation (3 year course), registered with Medical Council of Malawi.

# **JOB DESCRIPTION**

**Job Title : Environmental Health Officer**

**Grade : M6**

**Location : Various District Councils**

**Duties:**

- i. Prepares plans, implements and monitors Health Education activities
- ii. Facilitates training programs for all Health and related personnel of City Council
- iii. Coordinates and monitors all environmental health matters
- iv. Promotes health and safety issues
- v. Organizes interventions on Health related issues
- vi. Collaborates with relevant authorities and ensures participation and involvement in health information

**Educations Qualifications**

Applicants should have a Bachelor's degree in Environmental Science.

**Experience**

A minimum of two (2) years relevant experience.

## JOB DESCRIPTION

**Job Title** : Pharmacist  
**Grade** : HI/M7  
**Location** : Various District Councils

**Duties:**

- i. Control and supervise junior staff in the Pharmacy Department;
- ii. Manage ordering, inspection, storage and compounding/ manufacturing of drugs;
- iii. Manage the distribution of drugs to the wards and health centres in a district and their dispensing to the patients;
- iv. Prepare of the budgets for the sections;
- v. Produce reports on drugs received and dispensed.

**Educational Qualification**

Applicants must be in possession of a bachelor's degree in Pharmacy.

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## JOB DESCRIPTION

**Job Title** : Optometrist  
**Grade** : HI/M7  
**Location** : Various District Council

### Duties:

- i. Provide comprehensive eye examination including complete ocular health assessment, full refractive and low vision care, binocular vision assessment, management and contact lens fitting;
- ii. Use ocular diagnostic drugs to diagnose conditions such as refractive errors, accommodative dysfunction, dry eye syndrome;
- iii. Prescribe, supply, fit and dispense spectacles and other vision aids;
- iv. Detect binocular vision anomalies and managing appropriately;
- v. Provide low vision services and prescribing appropriate low vision aids;
- vi. Provide primitive eye care services at the community level including community and institutional eye screenings;
- vii. Refer eye conditions appropriately.

### Educational Qualification

Applicants must be in possession of a bachelor's degree in optometry.

# JOB DESCRIPTION

**Job Title** : Clinical Officer (General Medicine)

**Grade** : H1/M7

**Location** : Various District Council

## Duties:

- i. perform both minor and major operations on their own;
- ii. To ensure effective case management at health institutions;
- iii. To conduct ward rounds;
- iv. To provide clinical institutions to interns, qualified clinicians;
- v. Comfortably run the emergency Medical services and Casualty;
- vi. To conduct clinical research with the idea of getting close to evidence based practice;
- vii. Responsible to DHO, Departments head if a Central Hospital can deputize the DHO;
- viii. To conduct routine district visits;
- ix. To shoulder in-service training and research programs;
- x. Can run a specific ministry of Health program: TB, Malaria Control, and HIV/AIDS.

## Educational Qualification

Bachelor's Degree in Clinical Medicine or

Serving senior Clinical technicians (Grade HJ/M8) in possession of a Diploma in clinical Medicines.

## Experience

Four (4) years' experience.

## JOB DESCRIPTION

**Job Title** : Clinical Officer (Dermatology)

**Grade** : HI/M7

**Location** : Various District Councils

### Duties:

- i. To ensure effective case management at health institutions;
- ii. To conduct wards rounds;
- iii. To provide clinical institutions to interns, qualified clinicians;
- iv. Comfortably run the dermatology units;
- v. Responsible to DHO, Department Head if at Hospital;
- vi. To conduct routine district visits.

### Educational Qualification

Applicants must be in possession of a bachelor's degree in Dermatology and intensive care medicine or an advanced diploma in dermatology serving senior clinical technicians (Dermatologist) in possession of a Diploma in Clinical Dermatology and intensive care medicine with a minimum of Four (4) years' experience at that Grade.

## JOB DESCRIPTION

**Job Title** : Clinical Officer (Orthopaedic)

**Grade** : H1/M7

**Location** : Various District Councils

**Duties:**

- i. Perform both minor and major orthopaedic operations on their own;
- ii. Ensure effective case management at health institutions;
- iii. Conduct ward rounds;
- iv. Provide clinical instructions to interns, qualified clinicians;
- v. Comfortably run the emergency Medical services and Casualty;
- vi. Responsible to DHO, Department head if at Central Hospital;
- vii. Conduct routine district visits.

**Educational Qualification**

Bachelor's in Orthopaedic and intensive care medicine or equivalent/related medical qualifications;

Serving senior clinical Technician(Orthopaedic) (grade HJ/M8) in possession of a Diploma in clinical Orthopaedic and intensive care medicine.

**Experience**

A minimum of four (4) years' experience.

## JOB DESCRIPTION

**Job Title** : Clinical Officer (Anaesthetic)

**Grade** : H1/M7

**Location** : Various District Councils

### Duties:

- i. Manage the department of anaesthesia at a district Hospital as in charge;
- ii. Supervise and evaluate all anaesthetic technician below his/her grade;
- iii. Ensure that staff on duty is sufficient;
- iv. Ensure that staff members attend clinical meetings and refresher courses to update themselves;
- v. Manage critically ill patients in HDUs/ICU;
- vi. May be a member of hospital management committees.

### Educational Qualification

Applicants must be in possession of a bachelor's degree in Anaesthesia and Intensive Care Medicine.

Or serving Senior Clinical Technicians (Grade HJ/M8) in possession of a Diploma in Clinical anaesthesia and intensive care medicine.

### Experience

With a Minimum of four (4) years' experience.

## JOB DESCRIPTION

**Job Title** : Anaesthetic Clinical Technician

**Grade** : HK/M9

**Location** : Various District Councils

**Duties:**

- i. Supervise and evaluate the less experienced in the provision of anaesthesia for all operative and diagnostic procedures;
- ii. Keep records and reports of anaesthesia given;
- iii. Keep records on management of clinically ill patients;
- iv. Manage drug and equipment inventory;
- v. Work planning and Consultation.

**Educational Qualification**

Applicants must be in possession of a diploma in Clinical anaesthesia and intensive care medicine.

## JOB DESCRIPTION

**Job Title** : Orthopaedics Clinical Technician

**Grade** : HK/M9

**Location** : Various District Councils

**Duties:**

- i. To assist the surgeons with both minor and major operations;
- ii. To undertake minor orthopaedic operations on their own;
- iii. To run ward rounds;
- iv. To run orthopaedic clinics;
- v. Comfortably run the Emergency medical services and Casualty;
- vi. To triage specialized orthopaedic cases and refer them for further management;
- vii. Responsible to senior orthopaedic Clinical technician.

**Education Qualification**

Diploma in Orthopaedic.

## JOB DESCRIPTION

**Job Title** : Pharmacy Technician  
**Grade** : HK/M9  
**Location** : Various District Councils

### Duties:

- i. Check stocks and make orders from the bulk store;
- ii. Pre-pack drugs ready for dispensing;
- iii. Receive prescription to check the dosage;
- iv. Ensure correct drug storage in main pharmacy stores and wards;
- v. Manage pharmaceutical supplies for hospital wards and department;
- vi. Control and supervise junior staff in the Pharmacy Department;
- vii. Manage ordering, inspection, storage and compounding/manufacturing of drugs;
- viii. Procedure reports on drugs received and dispensed.

### Educational Qualification

Applicants must be in possession of a diploma in Pharmacy obtained from a recognized University/institution.

### Experience

Four (4) years relevant experience at Pharmacy Technician level.

## JOB DESCRIPTION

**Job Title** : Pharmacy Assistant (TA)

**Grade** : HL/M10

**Location** : Various District Councils

### Duties:

- i. Checking drug stocks and making orders from the store;
- ii. Cleaning of pharmacy floors, wiping benches and during stock containers;
- iii. Pre-packaging drugs ready for dispensing;
- iv. Receiving prescriptions from out and in-patient and checking dosage and prescription particulars;
- v. Issuing required medicine to patients and giving instructions on how to use and store;
- vi. Ensure correct drug storage'
- vii. Monitor drugs using HNIS tools and guidelines and report to the designated supervisor;
- viii. Management of pharmaceutical supplies for hospital wards for the departments;
- ix. Any other duties deemed reasonable for the post.

### Education Qualification

Certificate in pharmacy and registered with the Pharmacy, Medicines and Poisons board.

## JOB DESCRIPTION

**Job Title** : Clinical technician  
**Grade** : HK/M9  
**Location** : Various District Council

### Duties:

- i. Supervise staff under him/her in daily work of cleaning wards and giving drugs to patients as prescribed;
- ii. Order drugs and ensure that they are economically used and that dangerous drugs are properly recorded;
- iii. Diagnose patient's problems and prescribe treatment;
- iv. Select patients for review by senior medical officer on his/her routine visits and send urgent cases for senior medical officer's actions;
- v. Prepare work schedule and monthly returns of patients and staff;
- vi. Conduct ward rounds.

### Educational Qualification

Applicants must be in possession of a diploma in clinical medicine obtained from a recognized University/Institution, and be a registered member of medical Council of Malawi.

## JOB DESCRIPTION

**Job Title** : Clinical technician  
**Grade** : HK/M9  
**Location** : Various District Council

### Duties:

- i. Supervise staff under him/her in daily work of cleaning wards and giving drugs to patients as prescribed;
- ii. Order drugs and ensure that they are economically used and that dangerous drugs are properly recorded;
- iii. Diagnose patient's problems and prescribe treatment;
- iv. Select patients for review by senior medical officer on his/her routine visits and send urgent cases for senior medical officer's action;
- v. Prepare work schedule and monthly returns of patients and staff;
- vi. Conduct ward rounds

### Educational Qualification

Applicants must be in possession of a diploma in Clinical medicine obtained from a recognized university/Institution, and be a registered member of Medical Council of Malawi.

## JOB DESCRIPTION

**Job Title** : Senior Medical Assistant

**Grade** : HL

**Location** : Various District Council

**Duties:**

- i. In-charge of the Health Centre;
- ii. Responsible to order necessary drugs and other utility items for the health centre;
- iii. Diagnose and prescribe for cases presenting at the health centre;
- iv. Dispense drugs to patients;
- v. Refer serious cases to the district hospital;
- vi. Initiate primary management of dental services at a health centre, can do tooth extraction;
- vii. Preside over the administrative and management issues for the health centre;
- viii. Run health centre ward rounds;

**Educational Qualifications**

Applicants must be in possession of a Certificate in Clinical medicine and must be registered with the Medical Council of Malawi.

## JOB DESCRIPTION

**Job Title** : Senior Disease Control Surveillance Assistant  
**Grade** : HL/M10  
**Location** : Various District Council

**Duties:**

- i. Supervises and evaluates activities of Disease Control Surveillance Assistants;
- ii. Inspects and advises or pass judgement on meat, and other foods, sanitary aspects of business premises, stations, villages, and towns and send samples for analysis and take appropriate action on the analysed results including preservation, storage and disposal;
- iii. Participate in health promotion activities and in efforts to identify, survey analyse action and reports on common diseases in the community and evaluate action impact;
- iv. Participate in health center team efforts to administer essential drugs, provide immediate relief to people in distress and advice, encourage, counsel, evaluate and monitor changes in behaviour which promote health in health centres, school, villages and towns;
- v. Recognize and refer family members affected by psychological and psychiatric problems to health centres;
- vi. In collaboration with interested sectors recognize and report treatment of malnutrition and promote community efforts to assure sufficient food intake;
- vii. Participate in local community events;
- viii. Record data in relevant registers and instruments following the HMIS guidelines and procedures, compile and committees and report to the designated supervisor;
- ix. Any other duties deemed reasonable for the post.

**Educational Qualification**

At least two (2) years' experience at health Surveillance Assistant (SCII) level.

## JOB DESCRIPTION

**Job Title** : Disease Control Surveillance Assistant  
**Grade** : HM/M11  
**Location** : Various District Council

**Duties:**

- i. Serve as link between fixed District Health Services and the community and works directly with village/community leaders, workers and other volunteers and providing environmental and personal health services in collaboration with Medical Assistant, Health Assistant and Enrolled Community Health Nurses;
- ii. Conducts community assessments, village inspections, monitors growth and reports disease outbreak;
- iii. Participates with others in providing immunization, maintaining equipment and improving the quality of water by protecting shallow wells and chlorinating untreated water;
- iv. Treating minor ailments and facilitates formation and training of Village Health Committees(VHCs) and Volunteers;
- v. Supervises VHCs and volunteers and refers patients and suspect to nearest health unit;
- vi. Record data in relevant registers and instruments using HMs guidelines disseminate to respective Village Health Committee, and report to the designated supervisor;
- vii. Prepares monthly work plans;
- viii. Provides feedback to the community;
- ix. Any other duties deemed reasonable for the post.

**Educational Qualification**

Junior Certificate of Education and orientation in Health Surveillance Assistant Activities

## JOB DESCRIPTION

**Job Title** : Gender Officer  
**Grade** : I/M7  
**Location** : Various District Council

**Duties:**

- i. Interpret and implementation of the National Gender Policy and all relevant policies;
- ii. Identify gaps within staff knowledge and skills on gender;
- iii. Plan and organize capacity building initiatives. For officers in Government, Civil Society and Public Sectors and wherever necessary communities on gender;
- iv. Collection and processing of gender disaggregated data, which will inform policy, program and budget formulation process;
- v. Facilitate mounting of campaigns and advocacy activities in liaison with the Ministry of Gender;
- vi. Disseminate newly adopted protocols, instruments and legislation on gender to sectoral officers, civil society and private sector at district level;
- vii. Compile and submit reports monthly, quarterly and annually to relevant offices.

**Educational Qualification**

Applicants should have a Bachelor's Degree in Social Science majoring in either social work, Sociology or Psychology or Bachelor's Degree in Community Development, Rural Development, or Education (Humanities) or Guidance and Counselling from a recognized University Institution.

## JOB DESCRIPTION

**Job Title** : Social Welfare Officer  
**Grade** : HI/M7  
**Location** : Various District Council

### **Duties:**

- i. Coordinate targeting of beneficiaries of Social Cash Transfers in the targeted districts;
- ii. Serve as a Secretariat of the Social Cash Transfer Programs in all the districts;
- iii. Ensure that all data in the Mtukula Pakhomo MIS is entered analysed and produce all relevant reports from the MIS system;
- iv. Design and coordinate community training programs, including community social support committees and extension workers and synchronizing program implementation with all stakeholders;
- v. Analyse needed capacities at all levels and comparing it with existing situations;
- vi. Analyse field cases and appointing institution in charge of resolving it as well as what action should be taken including overseeing statistics of the field cases, i.e. whether certain cases are specifically abundant in some geographical area or with respect to a certain institution;
- vii. Oversee, manage and make decisions to resolve field complaints, questionable updates, referrals and appeals;
- viii. Support community mobilization and awareness raising campaign which involve preparation of information, logistics and implementation.

### **Educational Qualification**

Applicants must be in possession of a Bachelor's Degree in Social work or Social Science (Development studies/ Sociology/ Community Development) or Bachelor of Arts in Sociology or Psychology or Information Technology from a recognized University/ Institution.

JOB DESCRIPTION

# AGRICULTURE

# **JOB DESCRIPTION**

**Job Title : Director of Agriculture, Environment and Natural Resources**

**Grade : E/M3**

**Location : Various District Councils**

## **Duties:**

- i. Coordinate forestry activities in order to ensure that Council's Forestry plans are implemented effectively;
- ii. Coordinate issues relating to the protection and management of the environment and the conservation and sustainable utilization of natural resources;
- iii. Plan activities required to maintain, restore and develop the forest cover necessary for soil and water conservation, maintenance of biological diversity and supply of forest produce;
- iv. Plan, promote and assist in the restoration and development of fisheries resources;
- v. Ensure that crops/livestock activities are well coordinated for the effective management of agricultural activities in the Council;
- vi. Coordinate extension activities in the Directorate to ensure sustainable utilization of resources;
- vii. Review Mining, Fisheries, Environmental, Forestry programs technically and financially from time to time and making recommendations for appropriate action;
- viii. Develop annual Agriculture, Environment and Natural Resources plans for the Council;
- ix. Control the use of resources in the Directorate; and
- x. Prepare and submit the budget for the Directorate.
- xi. Advise the Agriculture, Environment and Natural Resources Committee and the District Commissioner on all matters of the Directorate

## **Educational Qualification**

Applicants must be in possession of a bachelor's degree in Agriculture or Natural Resources.

Those with a Master's degree in a relevant field will have added advantage.

## **Experience**

A minimum of 5 years' experience at Senior Level in the field of Natural Resources Management or Agriculture.

## **Competencies**

The post holder should demonstrate understanding of Agriculture, Environment and Natural Resources Management policies and system. The incumbent should be able to

# **JOB DESCRIPTION**

monitor and evaluate accomplishments against set plans.

**Job Title** : Chief Agricultural Officer  
**Grade** : F/M4  
**Location** : Various District Councils

## **Duties:**

- i. Interpret agricultural policies and formulate strategies for their implementation;
- ii. Coordinate technology transfer process;
- iii. Prepare annual work plan budgets;
- iv. Plan, organize and monitor implementation of agricultural training programs at the Council;
- v. Develop strategies for strengthening Research/Extension/Farmer linkages at the Council;
- vi. Review Agricultural Policies, Systems and Methodologies;
- vii. Review staff requirements and advise on staff recruitment and rational deployment;
- viii. Initiate staff and farmer training needs assessment for the formulation of appropriate extension training programs;
- ix. Promote collaboration with other departments and other organizations involved in agricultural programs at Council level;
- x. Initiate and coordinate the development of relevant technical messages for use by agricultural extension staff;
- xi. Submit technical reports.

## **Educational Qualifications**

Serving Assistant Chief Agricultural Officer (Grade F/P6) or District Agricultural Development Officer (grade F/P6) in possession of bachelor's degree in General Agricultural extension, Rural Development, Agricultural Economics or Agribusiness Management.

Serving Assistant District Agricultural Development Officer (Grade G) or Principal Officers (Grade G) in the various sections of the department.

## **Experience**

Four (4) years' experience at Grade G.

## **Competencies**

The post holder should demonstrate sound knowledge of Agriculture, Environment and Natural Resources Management policies and systems. The incumbent should be able to ensure close collaboration with other stakeholders and farmers.

## JOB DESCRIPTION

## JOB DESCRIPTION

**Job Title** : Land Resource Conservation Officer (LRCO)  
**Grade** : I/M7  
**Location** : Various District Councils

### **Duties:**

- i. Supervise and provide technical support to field staff in the district;
- ii. Implement physical and biological soil and water conservation measures;
- iii. Assess land resource requirements in the district and delineate areas requiring urgent attention;
- iv. Train staff and farmers on appropriate farm layout and provide physical and biological conservation measures;
- v. Supervise land resources conservation staff in the district;
- vi. Assist the principal land resources conservation officer in land resource surveys and evaluation activities;
- vii. Prepare and review the annual work plans and budget for the district;
- viii. Monitor and evaluate land resources and conservation programs in the district;
- ix. Implement programs promoting agroforestry, use of vetiver grass and other low-cost message for catchment conservation;
- x. Prepare and submit monthly and annual reports to the Chief Land Resources Conservation Officer through the District Agricultural Development Officer;
- xi. Ensure timely development and delivery of technical messages for field staff;
- xii. Prepare detailed farm plans upon request;
- xiii. Developing and evaluating appropriate grazing and livestock management plans in collaboration with animal Health and Livestock Development Officers;
- xiv. Carrying of land capability assessments of all proposed estates as part of the lease application process;
- xv. Advising estate farmers in good land husbandry practices including proper conservation layout, suitable crops and crop rotation;
- xvi. Mapping the natural resources of the district in particular the soils, land forms, slopes, vegetation, water and existing land use;
- xvii. Perform any other duties as assigned by the immediate supervisor

### **Education Qualifications**

Applicants must be in possession of a Bachelor of Science. Degree in Agriculture, Earth Science and environmental Studies.

### **OR**

Serving Senior Assistant Land Resource Conservation Officers (Grade J/M8) with a minimum of four (4) years' experience at that grade.

### **Experience**

## **JOB DESCRIPTION**

Five (5) years' experience at in the field of Land Resources Conservation at Senior Assistant Land resources Conservation (STO, Grade J) level.

## JOB DESCRIPTION

**Job Title : Senior Assistant Land Resources Conservation Officer (SALRCO)**

**Grade : J/M8**

**Location : Various District Councils**

**Duties:**

- i. Implement catchment conservation programs among farmers;
- ii. Conduct campaigns on good land use- use practices in the district;
- iii. Assist LRCO in the training of field extension staff and farmers in land resources conservation techniques;
- iv. Provide advice on implementation of land resources conservation components of physical development programs in the district;
- v. Carry out conservation farm planning upon request from smallholder farmers;
- vi. Prepare annual work plans and budgets for the district;
- vii. Prepare and submit reports to the Land resources Conservation Officer monthly and annually;
- viii. Ensure that rainfall data is collected for each EPA in the district;
- ix. Perform any other duties as assigned by the Land resources Conservation Officer.

**Education Qualifications**

Applicants must be serving Assistant Land Resources Conservation Officer (Grade K/M9) or Agricultural Extension Development Officer with four (4) years' experience at that grade.

## JOB DESCRIPTION

**Job Title** : Security Guard  
**Grade** : P/M13  
**Location** : Various District Councils

**Duties:**

- i. Guard all the offices of DAES building and all the surroundings;
- ii. Report of any detect noted to the office superintendent or administration head as soon as possible;
- iii. Make proper checking of DAES premises before taking over the guarding responsibilities and making proper handovers before checking out from the DAES premises;
- iv. Check out water pipes in case there would be water running;
- v. Clean the office surroundings as directed by the office superintendent.

**Education Qualifications**

Applicants must be in possession of a Junior Certificate of Education with a minimum of four (4) years' experience.

## JOB DESCRIPTION

**Job Title** : Senior Community Water Supply Officer  
**Grade** : H/M6  
**Location** : Various District Councils

### Duties:

- i. Coordinate participate plan, implement, Monitor and evaluate water supply and sanitation Community Based management activities;
- ii. Co-Coordinate regular meetings with Stakeholders;
- iii. Organize supervisory visits to water supply and sanitation partners;
- iv. Conduct surveys and data collection;
- v. Prepare and submit regular reports to the District Commissioner
- vi. Plan, conduct, coordinate and evaluate training programs for extension workers and communities;
- vii. Liaise with Private Sector and Ministry of Agriculture, Irrigation and Water Development Headquarters on the availability and distribution of spare parts;
- viii. Organize pump installation and construction and maintenance of water supply and sanitation investments;
- ix. Initiate participation and dissemination of gender, hygiene, sanitation and Health messages.

### Educational Qualifications

Applicants must be in possession of a bachelor's degree in Water Engineering and Works

OR

Serving Water Supply and Sanitation Officers at Grade I/M7 with a minimum of four (4) years' experience.

## JOB DESCRIPTION

**Job Title** : Community Water Supply Officer

**Grade** : I/M7

**Location** : Various District Councils

**Duties:**

- i. Plan and initiate Participatory, Implementation, Monitoring and Evaluation.
- ii. Organize regular meetings with Stakeholders;
- iii. Organize Supervisory visits to Water Supply and Sanitation Projects with Stakeholders;
- iv. Supervise Contracts and conduct site meetings;
- v. Conduct survey and data collections;
- vi. Plan, Conduct, Coordinate and evaluate training Programs for extension workers and Communities;
- vii. Coordinate and supervise the drilling, trenching, pipe laying, Pump installation, construction and Operation and Maintenance of Water Supply and Sanitation investments;
- viii. Take a leading role in all districts Water Supply and Sanitation activities;
- ix. Carry out any other relevant duties assigned from time to time.

**Educational Qualifications**

Applicants must be in possession of a Bachelor's Degree in Social Science, Public Health and Environmental Sanitation, Civil Engineering or Earth Sciences majoring in Hydrogeology, Hydrology, Geography, or Water Resource Management.

## JOB DESCRIPTION

**Job Title** : Assistant Community Water Supply Officer  
**Grade** : K/M9  
**Location** : Various District Councils

**Duties:**

- i. Collecting, compiling and reporting of data on water supply and sanitation CBM activity;
- ii. Monitoring the availability and distribution of spare parts;
- iii. Planning, conducting, coordinating, supervising and evaluating training programs for extension workers and communities;
- iv. Conducting regular meetings with WASH Stakeholders;
- v. Coordinating and supervising the drilling, trenching, pipe laying, pump installation, construction and operation and maintenance of Water Supply and Sanitation investments;
- vi. Initiating participatory dissemination of gender, hygiene, sanitation and health (including HIV/AIDS) messages.

**Education Qualifications**

Applicants must be in possession of a Diploma in Social Science, Community Development, Water Supply and Sanitation or Serving officers at Grade L and M.

**Experience**

Four (4) years' experience in Community Based Management.

## JOB DESCRIPTION

**Job Title** : Water Monitoring Assistant

**Grade** : M/M11

**Location** : Various District Councils

### Duties:

- i. Sensitize and mobilize communities in water supply and Sanitation activities and disseminate gender, Hygiene, Sanitation, and Health (including HIV and AIDS) messages;
- ii. Facilitate the establishment and sustenance of Local Extension Workers Coordination Committees, Village Health and Water Committees (VHWC) and Water Points Committees (WPCs);
- iii. Collect, analyse and report data on Water Supply and Sanitation;
- iv. Facilitate participatory Water site collection;
- v. Monitoring community financial management for Operation and maintenance activities;
- vi. Any other duties assigned from time to time.

### **Educational Qualifications**

Candidates must be in possession of Malawi School Certificate of Education or its equivalent with credits in Mathematics, Physical Science, Biology, Agriculture or Geography.

## JOB DESCRIPTION

**Job Title** : Hydrologist

**Grade** : I/M7

**Location** : Various District Councils

### Duties:

- i. Scrutinize, process and analyse hydrological data from the national hydrological network;
- ii. Select lake, reservoir and river gauging sites and establishment of new hydrological stations on the selected sites;
- iii. Design and supervise construction of hydrological measuring structures such as cableways and weirs;
- iv. Provide technical guidelines on the construction, operation and maintenance of the district hydrological network;
- v. Inspect hydrological stations and prepare inspection reports;
- vi. Carry out surface water resources investigations for water supply, irrigation, hydropower development and other uses;
- vii. Prepare hydrological data for publication;
- viii. Train junior staff in installation, operation and maintenance of hydrological stations including data collection;
- ix. Respond to queries from outside users of hydrological systems;
- x. Any other relevant duties assigned from time to time.

### Educational Qualifications

Applicants must be in possession of a bachelor's degree in Civil Engineering, Irrigation Engineering, Hydrology, water Resources Management and Development, Agricultural Engineering, Environmental Sciences, or any relevant field with specialization in water resources management from a recognized university.

## JOB DESCRIPTION

**Job Title** : Assistant Hydrological Officer

**Grade** : K/M9

**Location** : Various District Councils

### **Duties:**

- i. Assist in carrying out river discharge measurements and computation;
- ii. Collect gauge reading returns;
- iii. Assist in preparation of history sheets for hydrological stations;
- iv. Assist in carrying out low flow measurements in rural water supply schemes, irrigation schemes,
- v. Carry out maintenance of all hydrological equipment at the district office and ensure that the equipment is in good working condition at all times;
- vi. Carry out maintenance of hydrological stations;
- vii. Assist in carrying out construction of hydrological measuring structures;
- viii. Recruit gauge readers for all hydrological stations in the district;
- ix. Carry out honoraria payments to gauge readers In the district;
- x. Perform any other relevant duties as assigned from time to time.

### **Educational Qualifications**

Applicants must be in possession of a Diploma in Civil Engineering, Irrigation Engineering, Water resources Management or relevant field.

### **Experience**

The serving officers with at least Four (4) years of experience at Grade L/M10 as Senior Hydrological Assistant or six (6) years of experience at Grade M/M11 as Hydrological Assistant will be considered.

## JOB DESCRIPTION

**Job Title** : Assistant Water Resources Development Officer  
**Grade** : K/M9  
**Location** : Various District Councils

### Duties:

- i. Assist in the implementation of integrated Water Resources Management approaches on all dam projects;
- ii. Assist in assessment of environmental flows concerning dam projects;
- iii. Assist in implementation of catchment protection n dam projects;
- iv. Assist in carrying out environmental impact assessments on all dam projects;
- v. Assist in carrying out geophysical surveys for structural development for dams;
- vi. Assist in supervising of construction, rehabilitation and maintenance of small community multi-purpose dams;
- vii. Assist in preparations of budget estimates;
- viii. Any other relevant duties that may be assigned from time to time.

### Educational Qualifications

Applicants must be in possession of a Diploma in Engineering, water resources, Irrigation Engineering, Hydrology or Natural Resources Management majoring in Water Resources or any other water related field.

### Experience

Serving officers should have served for a minimum of four years at grade L as Senior Hydrological Assistant with a minimum academic qualification of a Malawi School Certificate of Education.

## JOB DESCRIPTION

# EDUCATION

# **JOB DESCRIPTION**

**Job Title** : Director of Education, Youth and Sports  
**Grade** : E/M3  
**Location** : Various District Councils

## **Duties:**

- i. Coordinate all activities of primary and adult education with a view of achieving the desired objectives in the Council;
- ii. Handle disciplinary cases of members of staff and pupils;
- iii. Ensure that policies, standards and legislation related to primary education, youth and sports are adhered to;
- iv. Plan and organize youth programs to ensure achievement of the Directorate aims and objectives;
- v. Prepare and submit the budget for the Directorate;
- vi. Manage effective resources allocated to the Directorate;
- vii. Advise the Education Committee of the Council and the District Commissioner on all Education, Youth and Sports Activities;
- viii. Develop annual Education, Youth and Sports plans for the Council.

## **Educational Qualification**

Applicants must be in possession of a bachelor's degree in Education or any degree with UCE.

Those with a Master's degree will have added advantage.

## **Experience**

A minimum of 5 years' experience in a busy education institution, 3 years must have been spent in Education Planning and or Administration.

## **Competencies**

This is a strategic post and the incumbent should be able to demonstrate sound understanding of Education, Youth and Sports policies and legislation; Good Interpersonal skills should also be displayed by the post holder.

## JOB DESCRIPTION

**Job Title** : Primary Education Advisor

**Grade** : Grade I/M7

**Location** : Various Districts Councils

**Duties:**

- i. Inspect schools for monitoring and maintaining teaching and learning standards;
- ii. Write inspection reports;
- iii. Prepare annual and monthly inspection programs;
- iv. Prepare annual estimates for the inspection programs;
- v. Plan, organize and conduct workshops for Head Teachers, Deputy Head teachers and School Management Committees;
- vi. Supervise National Examinations;
- vii. Participate in Curriculum Development activities;
- viii. Compile quarterly and Annual Review Report for the Zone.

**Educational Qualifications**

Applicants should be serving teachers at the post of Principal Primary School Teachers (Grade TJ) with at least four (4) years' experience at that grade and should have a Malawi School Certificate of Education of Education (MSCE). Teachers on temporary month to month terms of employment should not apply.

## JOB DESCRIPTION

**Job Title** : Principal Primary School Teacher (Grade J)  
**Grade** : Grade J/M8  
**Location** : Various Districts Councils

**Duties:**

- i. Supervise teachers, including checking of schemes and records of work and lesson;
- ii. Organize and teach some classes within section;
- iii. Compile the master timetable;
- iv. Prepare and compile examination timetable
- v. Inspect teachers, pupils and school premises in collaboration with the Chief Primary School teachers;
- vi. Process pupil's transfers'
- vii. Maintain attendance and performance registers;
- viii. Liaise with school prefects on matters of pupil discipline, conduct and other issues;
- ix. Attend to sick pupils;
- x. Deputize Chief Primary School teacher;
- xi. Participate in formulation of policy and operation mandates for schools;
- xii. Plan, maintain staff and pupil discipline issues;
- xiii. Carry out any other duties assigned to him/her.

**Educational Qualifications**

Applicants must be serving Senior Primary School Teachers (Grade K) with a minimum of four (4) Teacher on temporary month to month terms of employment should not apply.

## JOB DESCRIPTION

**Job Title** : Senior Primary School Teacher

**Grade** : Grade K/M9

**Location** : Various Districts Councils

**Duties:**

- i. Supervise teachers in his/her section;
- ii. Inspect teachers lessons;
- iii. Participate and formulate policy and operational mandates for the school;
- iv. Deputize the Principal Primary School Teacher;
- v. Organize and teach some key subjects in some classes within the section;
- vi. Participate in extra-curricular activities including guidance and counselling, sports, clubs and society and others;
- vii. Prepare and check schemes of work;
- viii. Prepare and check lesson plans;
- ix. Set, check and mark excises, test and examine;
- x. Prepare teaching and learning aids;
- xi. Maintain pupil and staff discipline in his/her section;
- xii. Carry out any other duties assigned to him/her.

**Educational Qualifications**

Applicants must be serving Primary school Teachers (PT4) (Grade L), with a minimum of four (4) years' experience at that grade.

Teachers on month to month terms of employment should not apply.