



Republic of Malawi

JUDICIAL SERVICE COMMISSION

VACANCIES

Applications are invited from suitably qualified candidates for the vacancies listed below existing in the Malawi Judiciary.

Vac. 1/24

Post : **High Court Judge (Grade JS8)**

Salary : Within Grade JS8 salary scale segment.

Location : Blantyre, Lilongwe, Zomba and Mzuzu

Qualification : Applicants should be suitably qualified persons of high integrity, capable and are committed to handle large volumes of work in possession of a minimum of a Bachelor of Laws (LLB) from accredited institutions and:

- (a) are fit and proper to exercise the functions of the office of Judge;
- (b) have, before the appointment, not been convicted by a competent court of a criminal offence and sentenced to a term of imprisonment without the option of a fine, and
- (c) are, or have been a judge of a court having unlimited jurisdiction in criminal or civil proceedings; or
- (d) are entitled to practice as a legal practitioner or an advocate or a solicitor in such court and has been entitled so to practice for not less than ten (10) years.

16(a)/23 & 35(a)/23

Vac. 2/24

Post: **Chief Corporate Affairs and Public Relations Officer (CS4/F)**

Salary: Within the Grade CS4/F salary scale segment

Location: Blantyre

Qualifications: Candidates should be serving Principal Information Officer or Principal Civic Education Officers (Grade G) in possession of a Bachelor of Arts degree majoring in either Business Communication, Journalism, Media Communication or Communication and Cultural Studies from a recognized institution.

Duties:

1. Establishing and maintaining correct image of the Judiciary, among other things, managing the press;
2. Coordinating implementation of the Judiciary's communication strategy;
3. Advising management on communication trends, problems, solutions and techniques;
4. Conducting research to gather intelligence on public opinion and perception of the Judiciary, and convey the intelligence to management;
5. Training management and employees in public relations and communication to enable them handle the media, and to make good presentations to various audiences;
5. Educating the public on the Judiciary's functions, mandate, mission, vision, policies, and activities;
6. Designing and producing Information, Education and Communication {IEC} materials for publicity and awareness purposes such as flyers, leaflets, brochures, jingles and video documentaries;
7. Coordinating the Judiciary's special events, launches and activities; Managing the Judiciary's website;
8. Coordinating the Judiciary's press conference when necessary;
9. Managing the Judiciary's publications such as reports, speeches, periodicals, Booklets, Staff Newsletters, and policies;
10. Other duties assigned from time to time by Supervisor.

(28(a)/23)

Vac. 3/24

Post Chief Procurement Officer (Grade CS4/F)

Salary Within the Grade CS4/F salary scale segment

Location Blantyre

Qualifications:

Applicants should have at least 4 years' experience in procurement field and should be in possession of a Bachelor's Degree in either of the following fields: Procurement, Procurement & Logistics, Business Administration, Purchasing & Supply, Supply Chain Management from accredited institution. *Candidates must be members of the Malawi Institute of Purchasing and Supply (MIPS)*

Duties

1. Advising Management on procurement activities that are in line with the Institutions mandate;
2. Ensuring that procurement in the Judiciary is in compliance with Public Procurement and Disposal of Assets Act, the Public Procurement and Disposal of Assets Regulations, the Desk Instructions and related legal instruments;
3. Preparing annual procurement and supply plan based on the procurement Entity's budget for the year;
4. Providing secretarial duties to the Judiciary's Internal Procurement and Disposal Committee meetings;
5. Preparing and reviewing of bidding documents for procurement of goods, works and services and drafting contracts of successful bidders;
6. Evaluating and monitoring progress of contracts and undertaking contract administration task;
7. Ensuring that procurement deadlines are met and standards are maintained;
8. Supervising Principal Procurement Officer and other Subordinates;
9. Any other duties assigned from time to time by Supervisor.

(28(b)/23)

Vac. 4/24

Post

Personal Secretary (Grade CS7/I)

Salary

Within the Grade CS7/I salary scale segment

Location

Blantyre, Lilongwe, Zomba and Mzuzu

Qualifications:

Applicants should be in possession of a diploma in Secretarial/Administrative Studies, obtained from a recognized institution, with a minimum of four (4) years experience in the field of secretarial work in a busy institution.

Duties:

1. Managing appointments for the Judge/Head of Section;
2. Typing letters, memos, correspondence, loose minutes, reports among others;
3. Arranging travel and accommodation bookings:- liaising with appropriate action officers on accommodation and other related expenses for the Judge/Manager;

4. Serving refreshments: - arranging for procurement of refreshments, serving the Judge/Manager in the office and in meetings arranged by the Judge/Manager;
5. Taking minutes of departmental meetings particularly those chaired by the respective Head of Section.

(49(b)(ii)/23)

Vac. 5/24

Post Assistant Security Officer (Grade CS9/K)

Salary Within the GradeCS9/ K salary scale segment

Location Blantyre, Lilongwe, Zomba and Mzuzu

Qualifications Applicants should be non-serving candidates in possession of a diploma in security studies, obtained from a recognized institution.

Duties:

1. Conducting periodic patrols of the court premises and specified residential areas as per security standards;
2. Supervising the manning of entry and exit points of the court premises;
3. Managing the surveillance cameras and the security control room;
4. Monitoring and timely reporting of security threats and incidences within court premises and/or specified residential areas;
5. Facilitating capacity building of staff under his/ her responsibility.

(49(e)(i)/23)

Note: Documentary evidence of major requirements specified in the advertisement shall be required during interviews.

Interested candidates should submit their application letters **attaching copies of;** the relevant academic and professional certificates, and Curriculum Vitae to:-

**The Secretary,
Judicial Service Commission,
P.O. Box 30133,
Area 13,
City Centre
Lilongwe 3.**

To reach her not later than 9th February, 2024.