



Republic of Malawi

JUDICIAL SERVICE COMMISSION

INTERNAL VACANCIES

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

Vac. 6/24

Post

Personal Secretary (Grade I/CS7)

Salary

Within the Grade I/CS7 salary scale segment

Location

Blantyre, Lilongwe, Zomba and Mzuzu

Qualifications:

Applicants should be serving Secretaries Grade K/CS9 within the Judiciary with a minimum of four (4) years' experience in that Post.

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)(i)/23)

Vac. 7/24

Post

Second Grade Magistrate (Grade J/JS15)

Salary

Within the Grade J/JS15 salary scale segment

Location

Across Districts in Malawi

Qualifications

Applicants should be serving Third Grade Magistrates (Grade K/JS16) within the Judiciary with a minimum of four years' experience in that post.

Duties:

1. Exercising criminal and civil jurisdiction in accordance with the Laws of Malawi;
2. Sitting as a special Administrator under the Taxation Act;
3. Sitting as special referee under the Customs and Exercise Act;
4. Sitting as a valuation Court;
5. Supervising Court Administration work;
6. Performing other duties as assigned by Supervisor;

(49(d)/23)

Vac. 8/24

Post

Assistant Security Officer (Grade K/CS9)

Salary

Within the Grade K/CS9 salary scale segment

Location

Blantyre, Lilongwe, Zomba and Mzuzu

Qualifications

Applicants should be serving officers at Grade L or its equivalent, within the public service or security institutions with a minimum of four years' experience in those posts.

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)

Vac. 9/24

Post

ICT Technician (Grade K/CS9)

Salary

Within the Grade K/CS9 salary scale segment

Location

Blantyre, Lilongwe, Zomba and Mzuzu

Qualifications

Applicants should be serving Data Entry Clerk (Grade M/CS11) in the Judiciary with a minimum of four (4) years' experience in that post.

Duties:

1. Writing and testing new programmes;
2. Amending and maintaining existing programmes;

3. Setting workstations with computers and relevant peripheral devices;
4. Checking on computer hardware to ensure functionality;
5. Installing and configuring appropriate software and functions according to specifications;
6. Ensuring security and privacy of networks and computer systems;
7. Identifying computer or network equipment shortages and reporting to the Supervisor.

(58(d)/23)

Vac. 10/24

Post

Maintenance Supervisor (Grade K/CS9)

Salary

Within the Grade K/CS9 salary scale segment

Location

Blantyre, Lilongwe, Zomba and Mzuzu

Qualifications

Applicants should be serving Building Supervisors (Grade L/CS10) with a minimum of four (4) years' experience in that post

Duties:

1. Coordinating maintenance of works for court buildings;
2. Developing Bill of Quantities for the procurement of materials and works;
3. Inspecting works in progress and produce progress reports;
4. Supervising electricians, plumbers, carpenters and bricklayers;
5. Any other duties as may be assigned by the Supervisor.

(58(e)/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; PSR 19, Letter of Appointment/Promotion to the current position/grade, 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.