



The Government  
of the Republic  
of Malawi

## THE JUDICIAL SERVICE COMMISSION

### EXTERNAL VACANCIES

**412- 426**

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

#### **Vac. 01/25**

**Post** : **Principal Human Resource Management Officer (Grade CS5)**  
**Salary** : Within the Grade CS5 salary scale segment  
**Location** : **Blantyre**

**Qualification** : Applicants should be serving Human Resource Management Officer (Grade CS7) with at least 4 years' experience in that post in the Judiciary or Civil Service and in possession of a Bachelor's Degree in either of the following; Human Resources Management/Development, Business Administration/Management or Public Administration obtained from an accredited institution.

#### **Duties:**

- (a) Preparing estimates on personal emoluments.
- (b) Assisting in controlling establishment of the Judiciary.
- (c) Participating in advances and loans Committee.
- (d) Assisting in the interpretation of the Conditions of Service, policies and related legislation.
- (e) Assisting the Chief Human Resource Management Officer in the grievance and disciplinary management.
- (f) Supervising Human Resource Management Officers.

**(426/24(b)/25)**

#### **Vac. 02/25**

**Post** : **Personal Secretary (Grade CS7)**  
**Salary** : Within the Grade CS7 salary scale segment  
**Location** : **Blantyre, Lilongwe, Zomba and Mzuzu**

**Qualification** : Applicants should have a minimum of 4 years' experience in a secretarial position, in a busy organization, and be in possession of either Tevet-Level 3 Diploma in Administrative Studies or a Diploma in Secretarial Studies from an accredited institution

#### **Duties:**

- (a) Managing the diary and calendar of the Judge/Head of Section;
- (b) Coordinating meetings of the Judge/Head of Section.
- (c) Undertaking reception duties in the chambers/office;
- (d) Handling correspondences;
- (e) Maintaining filing system;
- (f) Managing travel arrangements of the Judge/Head of Section;
- (g) Assisting in managing events of the Judiciary;

(426/24(c)/25)

**Vac. 03/25**

**Post** : **Judicial Research Officer (Grade JS14)**  
**Salary** : Within the Grade JS14 salary scale segment  
**Location** : **Blantyre, Lilongwe, Zomba and Mzuzu**

**Qualification** : Applicants should be in possession of a Bachelor of Laws (LLB), obtained from accredited institutions.

**Duties**

- (a) Producing legal research schedules;
- (b) Conducting legal research on cases and presenting relevant legal information to particular cases;
- (c) Writing reports and recommendations on confirmations of cases;
- (d) Researching and reviewing new legislation and changes in case law;
- (e) Assisting with policy and procedure development in the judiciary.

(412/08(g)/24)

**Vac. 04/25**

**Post** : **Shorthand Typist/Stenographer (Grade CS9)**  
**Salary** : Within the Grade CS9 salary scale segment  
**Location** : **Blantyre, Lilongwe, Zomba and Mzuzu**

**Qualification** : Applicants should be in possession of either Tevet-Level 3 Diploma in Administrative Studies or a Diploma in Secretarial Studies from an accredited institution

**Duties:**

- (a) Managing appointments of the Judge/Head of Section;
- (b) Undertaking reception duties;
- (c) Typing letters, memos, correspondence, loose minutes, reports;
- (d) Arranging travel and accommodation bookings:- liaising with appropriate action officers on accommodation and other related expenses for the Judge/Manager;
- (e) Serving refreshments: - arranging for procurement of refreshments, serving the Judge/Manager in the office and in meetings arranged by the Judge/Manager;
- (f) Taking minutes of departmental meetings particularly those chaired by the respective Head of Section.

(426/24(d)(ii)/25)

**Vac. 05/25**

**Post** : Assistant Procurement Officer (Grade CS9)

**Salary** : Within the Grade CS9 salary scale segment

**Location** : Blantyre, Lilongwe, Zomba and Mzuzu

**Qualification** : Applicants should be in possession of A Diploma in either Purchasing and Supply Chain Management or Procurement and Logistics, obtained from accredited institutions plus a Malawi School Certificate of Education (MSCE) or its equivalent and must also be in possession of a membership certificate of the Malawi Institute of Purchasing and Supply (MIPS).

**Duties**

- (a) Co-coordinating procurement activities in strict compliance with the Public Procurement and Disposal of Assets Act, the Public Procurement and Disposal of Assets Regulations and the Desk Instructions, while adhering to current best practice in the profession;
- (b) Assisting in Procurement Planning;
- (c) Preparing and reviewing of Bidding Documents, within his /her remit, for procurement of goods, work and services;
- (d) Preparing and processing of Request for Proposal and Expressions of Interest including Local Purchase Orders;
- (e) Assisting in drafting contracts for the successful bidder;
- (f) Monitoring progress of contracts and undertaking contract administration tasks.

(414/24(f)/24)

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

Judicial Service Commission is an equal opportunity employer. Interested qualified candidates should submit their application letters together with copies of relevant Certificates and Curriculum Vitae to: -

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

**To reach her not later than 29<sup>th</sup> August, 2025**