



The Government of
the Republic of Malawi

THE JUDICIAL SERVICE COMMISSION

EXTERNAL VACANCIES

428- 429

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. 06/25

Post : **Principal Corporate Affairs and Public Relations Officer (Grade CS5)**
Salary : Within the Grade CS5 salary scale segment
Location : **Blantyre**

Qualification : Applicants should be serving Public Relations Officers, Information Officers, Civic Education Officers, or Protocol Officers within the Civil Service or Public service with four (4) years experience in those posts and in possession of a Bachelor's Degree in any of the following fields: Business Communication, Journalism, Media Communication, Public Relations or Communication and Cultural Studies obtained from accredited institutions.

Duties:

- (a) Managing and maintaining the Judiciary's image;
- (b) Supporting content creation and routine content updates on the Judiciary's website;
- (c) Facilitating the implementation of the Judiciary's communication strategy in liaison with relevant departments and stakeholders;
- (d) Monitoring communication trends and assist in preparing advisory briefs for management on issues affecting public perception;
- (e) Collecting, analyzing and reporting on public feedback, and media coverage related to the Judiciary;
- (f) Supporting in organizing training for staff and management on media handling and public speaking;
- (g) Assisting in designing and delivering public education campaigns on the Judiciary's role, mission, and activities;
- (h) Contributing to the development and dissemination of IEC materials including flyers, brochures, jingles, jingles, and digital content;
- (i) Supporting the coordination of Judiciary events, launches, and public functions.

(428/37(c)/25)

Vac. 07/25

Post : **Maintenance Officer (Grade CS7)**
Salary : Within the Grade CS7 salary scale segment
Location : **Blantyre and Lilongwe**

Qualification : Applicants must be in possession of a Bachelor's Degree in any of the following fields: Civil or Structural Engineering, Architectural Studies, Quantity Surveying obtained from an accredited institution.

Duties:

- (a) Assessing building condition and producing maintenance schedules for maintenance of the estate;
- (b) Monitoring quality and progress of construction works/maintenance works to ensure efficiency and cost – effectiveness;
- (c) Planning for construction of new court and rehabilitation of existing court;
- (d) Monitoring and forecasting effectively the maintenance budgets and all estate related expenditure;
- (e) Managing of estate team on site where works are being executed to ensure that this is done effectively;
- (f) Any other duties that may be assigned from time to time.

(428/37(f)/25)

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 23rd January, 2026