



## **A. INTRODUCTION AND BACKGROUND**

**The Malawi Energy Regulatory Authority (MERA)**, the Energy Sector Regulator in Malawi, was established under the Energy Regulation Act No 20 of 2004 with the mandate to regulate the energy sector in Malawi for sustainable socio-economic development for the benefit of the Malawi Economy. The MERA's vision is to be a World Class Energy Regulator.

In order to support the fulfilment of the aforementioned mandate and vision effectively and efficiently an excellent and rare opportunity has arisen to engage qualified persons of Malawian origin to fill positions in the professional cadre of the Authority (**Grade M5**) tenable at its Head Office in Lilongwe.

These are highly demanding positions that require persons who have demonstrable capacity geared at making MERA a competitive institution with utmost responsiveness to its stakeholders.

The following are the required personnel and work-related traits of the positions to join the vibrant MERA team:

## **B. VACANT POSITION**

<b>Position One (1)</b>	:	Media and Public Relations Officer
<b>Grade</b>	:	M5
<b>Responsible to</b>	:	Consumer Affairs and Public Relations Manager
<b>Responsible for</b>	:	N/A

**Purpose of the Job**

To promote positive corporate image and implement a two-way communication processes between the MERA and its stakeholders.

### **Key Responsibility Areas**

- a) Creating and maintaining a positive corporate image and promoting the interests of stakeholders.
- b) Implementing awareness campaign programmes and educate the public in terms of their rights and obligations as consumers.
- c) Preparing press releases, notices and other information, education and communication (IEC) materials.
- d) Coordinating corporate communications
- e) Providing relevant and up-to-date information to stakeholders and members of the public.
- f) Monitoring traditional and new media for news and opinion that either relates to or may have any impact on the Authority.
- g) Liaising with the media regularly and systematically to ensure an effective working relationship between the media and the Authority.

### **Academic and Professional Qualification and Experience**

- 1. Bachelor's Degree in Communication / Public Relations / Journalism with a bias towards Public Relations.
- 2. Must be a registered member of a Journalism or Communications professional body.
- 3. Must have three (3) years relevant post-qualification experience.

### **Competencies and Personal Attributes**

*The ideal candidate for the position must:*

- 1. Demonstrate knowledge of the Energy Sector.
- 2. Have excellent oral and written communication skills in English.
- 3. Have good IT and design skills.
- 4. Be a team player with attention to detail.
- 5. Have excellent organizational and time management skills with the ability to multitask.
- 6. Have a high level of integrity and professionalism.
- 7. Be willing to work odd hours including weekends.
- 8. Be creative, self-motivated, and assertive.

9. Passionate to understand information needs for the stakeholders and the public.

### **C. TERMS AND CONDITIONS OF SERVICE**

MERA shall offer an attractive employee benefits package to successful candidates in accordance with its emolument structure (commensurate with qualifications and experience) which includes salary, medical insurance, and membership to contributory Medical Scheme.

### **D. METHOD OF APPLICATION**

Candidates should submit their applications with:

- i) an updated Curriculum Vitae.
- ii) Names and contacts of **Three Traceable Referees**, one of them should have been a **first or second level supervisor** of the applicant within the last 3 years.
- iii) Copies of their Academic and Professional Qualifications.

Please quote the job title being applied for on the envelop. The application should be sent to the address below:

**The Acting Chief Executive Officer**

**Malawi Energy Regulatory Authority (MERA)**

**Second Floor, Development House**

**Private Bag B- 496,**

**Capital City**

**Lilongwe 3.**

To reach the Acting Chief Executive Officer not later than Friday, 30<sup>th</sup> April, 2021. Only shortlisted candidates will be acknowledged.

*MERA is an equal opportunity employer and qualified women are strongly encouraged to apply.*