



## **A. INTRODUCTION AND BACKBROUND**

**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</b>	:	Procurement Officer
<b>Grade</b>	:	M5
<b>Reporting to</b>	:	Chief Executive Officer
<b>Responsible for</b>	:	Assistant Procurement Officer

## **Purpose of the Job**

To administer, advise and procure goods and services for the Authority in line with Public Procurement and Disposal Act, Regulations, MERA policies and procedures.

## **Key Responsibility Areas.**

- a) Developing, implementing and monitoring procurement policies, plans, procedures, standards and regulations.
- b) Interpreting public procurement guidelines, policies, regulations and thresholds.
- c) Preparing request for quotations and bid documents.
- d) Coordinating the closing, opening and evaluation of quotations and bid documents and preparing evaluation reports.
- e) Administering procurement contracts and ensuring delivery of goods and services in accordance with the contract terms and end user requirements.
- f) Preparing minutes and reports for the Internal Procurement and Disposal Committee, and
- g) Liaising with the Public Procurement and Disposal Authority (PPDA) on public procurement processes, procedures and regulations.
- h) Liaising with requisitioning units to come up with correct product and service specifications.
- i) Liaise with Legal Services Directorate in preparation of contract documents.

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

- 1. Must possess a Bachelor's Degree in Procurement / Logistics and Supply Chain Management, and CIPS professional qualification.
- 2. Three (3) years relevant post-qualification work experience.
- 3. Must be a member of the Malawi Institute of Purchasing and Supply (MIPS).

## **Competencies and Personal Attributes**

*The ideal candidate for the position must:*

- 1. Must demonstrate thorough knowledge of the Energy Sector.
- 2. Have excellent communication and computer skills.

3. High level of integrity and professionalism.
4. Have a proven superior leadership and teambuilding skills.
5. Be result-oriented, meet the deadlines and attention to details.
6. Be decisive, self-motivated, and assertive.
7. Be courtesy when serving the stakeholders and the public.
8. Have excellent organizational and time management skills

### **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.*