



Regulating Energy for Sustainable Development

VACANCIES

1. DIRECTOR OF ELECTRICITY AND RENEWABLE ENERGY (DERE)

And

2. DIRECTOR OF FINANCE (DOF)

INTRODUCTION AND BACKGROUND

The Malawi Energy Regulatory Authority (MERA) was established under the Energy Regulation Act No 20 of 2004 with the mandate to regulate the energy sector in Malawi in a fair, transparent, efficient and cost-effective manner for the benefit of consumers and operators. MERA's vision is to be a recognised global leader in energy regulation.

In order to fulfil the aforementioned mandate and vision effectively and efficiently with strategic leadership and management at technical level, excellent and rare opportunities have arisen to engage qualified persons of Malawian origin to fill Executive Management positions of **Director of Electricity and Renewable Energy (DERE)**, and **Director of Finance (DOF)** Grade M2, tenable at MERA Head Office in Lilongwe. The Board of Directors of MERA therefore invites applications from suitable candidates to fill the two (2) positions on a three (3) year employment contract.

These are highly demanding positions that require persons of demonstrable capacities to initiate technical, administrative and managerial innovations

geared at making MERA a vibrant and competitive public institution. The following are the required academic qualifications, personnel and work-related traits for the positions:

1. Post : DIRECTOR OF ELECTRICITY AND RENEWABLE ENERGY (DERE)

Reporting to : CEO

Responsible for: Senior Renewable Energy Regulation Specialist; and
Senior Electricity Regulation Specialist

Purpose of the Job

To ensure adherence to safety, environmental and quality standards in the supply and use of electricity and renewable energy as set by the Authority.

Key Responsibility Areas

- a) Developing the Directorate's plans, programmes, projects and budgets based on priorities within resources allocated.
- a) Formulating, implementing, and monitoring short-term and long-term electricity and renewable energy operation strategies.
- b) Taking lead in the development of electricity and renewable energy technical specifications including safety, environmental and quality standards for the existing and potential investors.
- c) Developing and implementing monitoring mechanisms to ensure that all players in the sector comply with standards set by the Authority.
- d) Coordinating the appraisal of license applications and ensuring compliance with local and internationally acceptable public and occupational safety, environmental and quality standards.
- e) Liaising with and representing the Authority on technical matters relating to electricity and renewable energy involving Government of Malawi and other stakeholders.
- f) Allocating and supervising the work of the Senior Electricity Regulatory Specialist; and Senior Renewable Energy Regulatory Specialist.

- g) Developing, implementing and maintaining licensing criteria / guidelines for electricity and renewable energy undertakings.
- h) Analysing inspection reports on new and existing players in electricity and renewable energy sector; and recommending appropriate action to management.
- i) Monitoring, evaluating, and certifying installation of electricity and renewables equipment and infrastructure.
- j) Monitoring and evaluating the efficiency and performance of electricity and renewable energy sub sectors in achieving the Authority agreed key performance indicators; and
- k) Representing the Authority at various meetings.

Academic and Professional Qualification and Experience

The ideal candidates for the position must:

- a) Must be registered with the Malawi Institute of Engineers or any other relevant professional body.
- b) Must possess Master's and Bachelor's Degrees in Electrical or Renewable Energy Engineering.
- c) Must have seven (7) years' experience at managerial level and must demonstrate thorough knowledge of the Energy Sector.

Competencies and personal attributes

The ideal candidates for the position must:

- a) Have a proven track record in strategic management;
- b) Have proven superior leadership and high level managerial skills;
- c) Have high level of integrity and team building skills;
- d) Be results oriented;
- e) Be decisive, self-motivated and assertive.

Terms and conditions of service

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

Method of application

Candidates should submit their applications with:

- a) An updated Curriculum Vitae.
- b) 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 five (5) years.
- c) Copies of their Academic and Professional Qualifications.

2. Post : DIRECTOR OF FINANCE (DOF)

Reporting to : CEO

**Responsible for : Finance Manager; and
Management Accountant.**

Purpose of the Job

To provide overall financial policy direction and management of financial resources and management of MERA's accounting system in line with relevant statutory provisions to ensure prudent management of the Authorities financial resources including assets and levies.

Key Responsibility Areas

- a) Developing the Finance Directorate's plans, programmes, projects and budgets based on priorities within resources allocated.
- b) Formulating, implementing, and monitoring short-term and long-term financial strategies.
- c) Developing and implementing monitoring mechanisms to ensure that all players in the energy sector comply with deadlines in remitting levies.
- d) Allocating and supervising the work of the Finance Manager and Management Accountant.
- e) Developing, implementing and maintaining sound financial policies, procedures, guidelines and control systems.

- f) Managing finances and overseeing accounting functions of the Authority.
- g) Advising the Authority on investment opportunities.
- h) Representing the Authority on financial matters involving Government and other stakeholders.
- i) Liaising with Government and other stakeholders on financial matters.
- j) Producing periodic financial reports.
- k) Setting financial targets for regulated firms and monitoring and evaluating compliance on a regular basis.
- l) Authorising payments.

Academic and Professional Qualification and Experience

The ideal candidates for the position must:

- a) Possess professional qualification such as ACCA/ CIMA or CPA.
- b) Possess Master's and Bachelor's Degrees in Accountancy, Finance and/or Commerce.
- c) Have seven (7) years' experience at managerial level and must demonstrate knowledge of the energy sector.

Competencies and personal attributes

The ideal candidates for the position must:

- a) Have excellent knowledge in Public Finance Management and procedures;
- b) Have a proven track record in financial management preferably in busy public institutions;
- c) Have proven superior leadership and high level of managerial skills;
- d) Have high level of integrity and team building skills;
- e) Be results oriented;
- f) Be decisive, self-motivated and assertive.

Terms and conditions of service

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

Method of application

Candidates should submit their applications with:

- a) An updated Curriculum Vitae.
- b) 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 five (5) years.
- c) Copies of their Academic and Professional Qualifications.

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

The Board Chairperson

Malawi Energy Regulatory Authority (MERA)

Second Floor, Development House

Private Bag B- 496,

Capital City

Lilongwe 3.

To reach the Board Chairperson not later than Friday, 9th July, 2021.

Only shortlisted candidates will be acknowledged.

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