



VACANCY

Applications are invited from suitably qualified, persons of Malawi origin to fill the following vacant positions tenable in the company.

1. COMPENSATION AND BENEFITS MANAGER-EG4(HEADOFFICE-BLANTYRE)

PERSON SPECIFICATIONS

- A holder of a Bachelor's Degree in Human Resources Management or Industrial psychology, or Business administration or related field.
- Should be a registered member of Malawi Institute of People Management
- Must have at least ten years post qualification' experience including five years of experience as a Compensation and benefits manager or in related field.
- Aged above 35 years old and mature with demonstrable ability to work as a team leader,
- Must have excellent communication and interpersonal skills, Strong analytical, problem solving and decision making skills,
- A team player and results oriented with extensive knowledge of benefits and compensation programmes, policies, procedures and applicable legislation, strong people and project management skills,
- Proficiency in MS office, and experience in managing benefits and compensation in a Human Resources Information System(HRIS)

JOB SPECIFICATIONS

- Designing companywide remuneration strategy to attract high caliber talent in the market, reward employees for demonstrating the right behaviours and motivate people to achieve the organization's goals and objectives.
- Evaluating and modifying existing compensation and benefits ,programs, policies and procedures
- Developing a corporate remuneration policy that ensures competitiveness, equity and maximizes tax efficiency.
- Monitoring and researching on trends of remuneration and benefits through customized surveys.
- Communicating with third-party services to negotiate benefit plans and resolve benefit-related issues
- Analyzing and assessing identified remuneration and benefits strategies at the national and international level to advice the organization accordingly.
- Establishing the comparable worth of jobs by benchmarking the jobs in the organization against the market to retain talent.
- Compiling comparative benchmarking salaries and benefits reports for submission to the Executive for effective decision-making.
- Analyzing costing/structuring remuneration models to ensure these are appropriate and aligned with EGENCO requirements.
- Investigating and compiling salary build ups through proper market analysis on various options guided by best practice.
- Conducting cost analysis, financial modelling, impact analysis and provide options for the organization.
- Aligning remuneration and benefits policies and procedures to the applicable legislation to ensure maximum compliance.

- Managing overall risk around tax and impact on business as it relates to compensation and benefits.
- Assessing the impact of payroll and tax legislation on the company, based on factual impact and findings.
- Assessing and reviewing current payroll practices to ensure legal compliance with all aspects, risks and related matters.
- Identifying and interpreting related legislation and its impact on the remuneration and benefit function and ensure compliance.
- Developing payroll controls to ensure segregation of duties and responsibilities.
- Assessing remuneration and benefits risks and incorporate mitigating controls.
- Providing information to departments for workforce and budget planning.
- Overseeing and the processing of payroll and benefits in line with individual contracts and appropriate legislation.
- Reviews payroll summaries against payroll inputs for the month.
- Approving payroll before submitting for further authorizations and subsequent payment.
- Checking and approving payroll reconciliations and payroll related payments and submissions before submission for authorization for payment.
- Managing and maintaining relationship with the payroll vendor for effective support and necessary updates.
- Maintaining parameters of payroll to produce the required outcomes.
- Writing and maintaining reports required by payroll and other departments.
- Reporting on key payroll and benefits issues covering essential metrics on payroll accuracy, payroll compliance, payroll timeliness, payroll cost and payroll efficiency.
- Developing profit sharing, incentive, employee wellness and performance management programs.
- Preparing budgets, reports and presentations.
- Supporting the HR team with recruitment and talent management activities and assist in the development of HR strategy.

2. SENIOR HUMAN RESOURCES OFFICER-EG5(HEADOFFICE-BLANTYRE)

PERSON SPECIFICATIONS

- A holder of a Bachelor's Degree in Human Resources Management or Industrial psychology, or Business administration or related field.
- Should be a registered member of Malawi Institute of People Management
- Must have at least five years post qualification' experience
- Two years of experience working in remote stations as an added advantage.
- Aged above 30 years old and mature with demonstrable ability to work as a team leader
- Should have excellent communication and interpersonal skills, strong analytical, problem solving and decision making skills,
- A team player and results oriented with extensive knowledge of HR policies and related labour laws,
- Strong people management skills
- Proficiency in MS office,

JOB SPECIFICATIONS

- Be actively involved in the recruitment and selection by preparing job descriptions, posting adverts and managing the hiring process.
- Responsible for contacting references on applicant's Curriculum vitae for the company to get informed insights on the applicants
- Preparing new employees personal files for capturing the required employee personal details and documentation as per policy and procedures
- Assist in formulating and implementation of departmental budgets in line with policy requirements.
- Assist in developing and maintaining a database of staff records in appropriate formats for easy access and retrieval.
- Maintaining and Managing leave, medical schemes records for staff at Head office.
- Supervision of Human Resources officers in various stations.
- Assist in the interpretation of HR policies, terms and Conditions of Service.
- Initiating updates of job descriptions of staff in liaison with Heads of Departments.
- Administer staff performance appraisals for staff under his/her supervision.
- Conducts performance gap analysis to quantify performance gaps if any to confirm level of achievement on set performance goals
- Recommending performance improvement plans to cover identified performance gaps and recommending necessary training interventions.
- Fostering a harmonious work environment at all power stations by timeously attending to grievance and disciplinary issues through correcting behaviours that constitute misconducts and addressing feelings of work dissatisfaction.
- Assists in payroll information by compiling and submitting payroll related data from departments to payroll section
- Processing terminal payments, death, and pension benefits for separated staff.
- Processing internal loans for staff.
- Coordinating funeral arrangements for deceased staff members and supports staff in the event of death of their immediate family members
- Coordinate wellness activities for the stations to promote overall employee wellness.
- Coordinating process of producing and submission of monthly HR reports

3. PERSONAL ASSISTANT-EG6 (HEAD OFFICE-BLANTYRE)

Person Specifications

- Bachelor's Degree in Business administration or related discipline plus Diploma in Secretarial Studies
- Should possess Malawi School Certificate of Education
- Must have 5 years' experience serving in Executive Management as Personal Assistant or related function.
- Strong interpersonal skills and team work spirit
- High level of confidentiality and integrity
- Good command of English communication in both oral and written
- Shorthand speed of 120WPM
- Approachable, confident and organized
- A good understanding of organizational and office functionality

Job specifications

- Prepare and manage correspondence, reports, and document for Executive Director
- Effectively handle directors related activities and communication with a high level degree of professionalism, accuracy and confidentiality
- Facilitate the efficient flow of materials/documents received on behalf of directors for distributions or action and follow up as required
- Develop and ensure security of electronic files management information system and carry out an efficient documentation and filing system
- Arranging high level meetings/events related to Executive Management
- Coordinate and manage an extremely active calendar of appointment, arranging detailed travel requirements for the Executive Director and document for travel related meetings
- Purchase of the Directors requirement e.g. stationery, refreshments and reconciliation of receipts

4. PRODUCTION TECHNICIAN (MACHINIST) - GRADE EG 9-CHICHIRI CENTRAL WORKSHOP-BLANTYRE

Person Specifications:

- Holder of City and Guilds Diploma in Mechanical Engineering or equivalent qualification
- At least three years' experience in manufacturing industry or maintenance
- Aged between 25 and 35
- Willing to work old hours
- Hands on machine shop experience will be an added advantage

Job Specifications:

- Operating and maintaining lathe and milling machines
- Reviewing drawings, instructions, blue prints or samples to ensure accurate production
- Taking precise measurements for cutting or shaping
- Selecting appropriate machine and settings for a given task
- Planning proper sequence of tasks to complete the assignment
- Maintaining inventory of completed products
- Checking output for quality assurance and documents or discards defects
- Identifying need for and performing machine maintenance and minor repairs
- Maintaining a safe and clean workstation

5. PLANT OPERATIONS TECHNICIANS - GRADE EG 9(PEAKING PLANTS-BLANTYRE)

Person Specifications:

- Holder of City and Guilds Advanced Diploma in Electrical/Mechanical Engineering or equivalent qualification
- At least three years experience in manufacturing industry or maintenance
- Aged between 25 and 35
- Willing to work old hours and shifts
- Knowledge and experience in high voltage electrical power systems or diesel maintenance will be an added advantage

Job Specifications:

- Operating diesel power plant and switchgear
- Preparing and implementing high voltage switching programs
- Issuing out safety working documents
- Providing safe working environment for operations and maintenance
- Reports and follows up operational emergencies and outstanding defects/permits
- Diagnoses and rectifies minor plants faults
- Records operational events/occurrences
- Monitors and records plant parameters
- Implementing computerised maintenance management systems

Method of Application:

Application letters with comprehensive CV and three names and addresses of traceable referees should be received not later than 22 August 2021, addressed to:-

Human Resources and Development Manager
Electricity Generation Company (MW) Ltd
Chayamba Building – Floor No. 4
P O Box 1567
BLANTYRE

WE ARE AN EQUAL OPPORTUNITY EMPLOYER