



Electricity Generation Company (Malawi) Limited

VACANCY

Applications are invited from suitably qualified persons of Malawi origin to fill the following Executive Management Vacant position tenable in the Electricity Generation Company (Malawi) Limited (EGENCO) at Head Office in Blantyre.

THE ORGANIZATION

Electricity Generation Company (Malawi) Limited (EGENCO) is a limited liability company incorporated under the Companies Act (Cap.46:03) of the Laws of Malawi on 7th September 2016. The company is wholly owned by the Government of Malawi and was established with the mandate of generating electricity in Malawi. The Company started its operations on 1 January 2017.

To fulfill its mandate effectively and efficiently, the company now invites suitably qualified experienced dynamic individuals to fill the following challenging and exciting positions as follows:

1. CHIEF EXECUTIVE OFFICER (GRADE EG₁) on a fixed term contract.

PURPOSE OF THE JOB

The position exists to ensure the provision of strategic and visionary leadership and full operational responsibility in the development, implementation and evaluation of strategic business plans as approved by the Board.

PERSON SPECIFICATIONS

- A holder of a minimum of a bachelor's degree in either Engineering, Finance, Business Administration, Management, Economics or equivalent and with a relevant Master's degree in either Engineering, Finance, Business Administration, Management, Economics or equivalent obtained from a National Council of Higher Education (NCHE) recognized reputable learning institution
- Should have wide knowledge of the energy sector in Malawi with a proven track record of managing strategic institutions.
- Should have ten (10) years post-graduation experience of which 5 years should be worked at senior executive management level in a reputable organization.
- Should be mature with demonstrable ability to work as a team leader,
- Be decisive, self-motivated, assertive with excellent communication and interpersonal skills,
- Should have strong analytical, problem solving and decision-making skills,
- Should be a team player, results oriented having extensive management skills with capability to network with other institutions and supporting partners for the harmonious development of the energy sector in Malawi.
- Should have capabilities to mobilize resources for implementation of energy projects.
- Have good Leadership and Team building skills.

- Proficiency in MS office
- Applicants with experience in the electricity generation industry and with higher postgraduate qualifications in engineering will have an added advantage.

JOB SPECIFICATIONS

Reporting to the EGENCO Board the job holder will among other responsibilities, be responsible for:

1. Providing strategic leadership to the Electricity Generation Company (Malawi) Limited (EGENCO) geared at the attainment and furtherance of the vision, mission, and core mandate of the company.
2. Spearheading strategic planning, policy formulation, review and implementation targeted at the company and responsive to the needs of the electricity sub sector of the energy sector in Malawi in particular, and the Southern and the Eastern Africa Power Pools in general.
3. Guiding and coordinating all business activities and operations for improved power generation, dispatch, and trading in the country.
4. Guiding all Divisions of EGENCO in the preparation of strategic and business plans and aligning them with strategic Government Policies and EGENCO's vision and mission.
5. Ensuring that various organs of EGENCO are operating harmoniously and in conformity with the overall operational plans and performance targets agreed upon with the shareholders and as stipulated in the energy laws and regulations in the electricity sub sector of the energy sector in Malawi.
6. Monitoring the implementation of EGENCO's strategic and operational plans, and reporting to the Board of Directors on the performance and progress of the company.
7. Developing an appropriate vision for the company in line with shareholder expectations.
8. Leading in mobilization of resources for implementation of projects aimed at increasing electricity generation capacity in Malawi.
9. Leading the development and implementation of appropriate policies, systems, and procedures to enhance governance and controls.
10. Providing prudent financial management and investment undertakings by ensuring that sound policies and practices are adopted for optimal utilization and returns.
11. Spearheading all fundraising projects to address the capital requirements of the business including oversight of all treasury management activities.
12. Overseeing the medium and long-term plans, operations and maintenance for all power stations.
13. Reviewing and approving consolidated budgets for further Board's review.
14. Developing and establishing the business expansion initiatives for the Company.
15. Implementing Board's decisions effectively and effectively and keep the Board informed of all strategic aspects of the business of the Company.
16. Developing an appropriate organizational structure and business operating model to execute EGENCO strategy.
17. Undertaking continuous monitoring and evaluation of operational progress for each division of EGENCO through the establishment of effective Human Resource Management processes to achieve EGENCO's set targets.
18. Identifying organizational structure changes and staff skills gaps and establishing required change management processes.

19. Leading the development and maintenance of an appropriate organizational culture.
20. Initiating and implementing appropriate systems and processes for good governance
21. Ensuring that EGENCO operates a proper and efficient accounting system in conformity with generally acceptable financial accounting standards which include timely preparation of the budget plans in line with relevant legal instruments.
22. Ensuring high standards of work ethics, professionalism and discipline among staff members at all grades in the company.
23. Ensuring that staff in the company are recognized and rewarded for exceptional performance.
24. Carrying out any other duties as assigned by the Board.

2. DIRECTOR OF OPERATIONS (GRADE EG2) on a fixed term contract.

PURPOSE OF THE JOB

The position exists to deliver generated power through innovation and operation strategy for the company and manage new and ongoing CAPEX projects, establish lean, safe and effective operations in all the power generation areas.

PERSON SPECIFICATIONS

- A holder of a Bachelor's Degree in Electrical or Mechanical Engineering or equivalent and a Master's degree in either Engineering/or Administration or any related field obtained from a National Council for Higher Education (NCHE) recognized reputable learning institution.
- Should be a registered member of Malawi Engineering Institute or any recognized international engineering body. (Optional)
- Must have Ten (10) years post-graduation experience of which 5 years should be worked at Senior Management level.
- Should be mature with demonstrable ability to work as a team leader,
- Be decisive, self-motivated, assertive with excellent communication and interpersonal skills,
- Have strong analytical, problem solving and decision-making skills,
- A team player and results oriented with extensive knowledge of electricity generation management skills,
- Have good Leadership and Team building skills.
- Proficiency in MS office
- Applicants with experience in the Power Generation industry will have an added advantage.

JOB SPECIFICATIONS

Reporting to Chief Executive Officer the job holder will among other responsibilities, be responsible for:

1. Operations Strategy and Leadership

- Providing divisional leadership in the development and implementation of operations, strategies, policies, and procedures to achieve EGENCO strategic objectives.

- Ensuring that action plans for each Power Station and departments within Operations Division are derived from EGENCO's Strategic Business plans, materials resources and in liaison with other Divisional Heads, human and financial resources are available in short, medium and long terms for smooth implementation of such plans.
- Monitoring progress for each Power Station or Department/section and takes corrective action or introduces adjustment or alternatives to strategy implementation as dictated by available resources.
- Guiding Peaking Generation Plants, Technical & Mechanical Services Department in policy and efficiency to supplement power generation capacity and provide mechanical services as required in the company.
- Formulating policies, technical or otherwise in relation to power generation, operation, maintenance and mechanical services functions.
- Ensuring power plants are running within set standards.

2. Business Planning

- Setting out the Annual Business Plan for the Operations Division through:
 - Analyzing and projecting Operational requirements to build the divisional annual business plan in line with the long-term strategy.
 - Identifying the required Operations requirements their relevant OPEX and CAPEX.
- Ensuring that there is an action plan for each divisional section derived from EGENCO's Business Plan and organising the material resources required for smooth implementation of such plans.

3. Plant Maintenance

- Overseeing the correct operational and maintenance processes of generation plant(s) and associated ancillary equipment at EGENCO's Power Stations and standby Plants.
- Ensuring that best practice maintenance procedures are followed to reduce downtime and increase machine availability beyond Power Purchasing Agreements (PPAs).
- Establishing in collaboration with operations management team safe working conditions in plants to ensure safety of staff and stakeholders as well as proper maintenance of machinery and equipment.

4. Plant Modernisation

- Advising the Executive and Board of Directors on power generation and emerging power generation issues and trends.
- Advising of the type of technology that should be adopted within EGENCO's power plants and on the optimum utilization of plant and equipment to meet the shareholder and stakeholder demands.
- Planning and managing major overhaul and refurbishment of EGENCO's Power Stations, generation plant(s) and associated ancillary equipment and standby plants.

5. Board and Executive Interface

- Compiling and submitting regular performance reports to the Board of Directors of EGENCO through the Chief Executive Officer.
- Preparing briefs for the executive management meeting and preparing board papers on policy proposals for presentation to the Board.

6. Financial Management and Control

- Ensuring timely preparation of revenue and capital budgets to facilitate translation into action the requirements in the Business plan.
- Preparing and submitting departmental budgets for approval to the Chief Executive Officer and The Board and ensure effective monitoring and management of costs.

7. Power Purchase Agreements and Tenders

- Participating and playing an active role in negotiations with external parties on Power Purchase Agreements (PPAs) and ensuring that the technical agreements contained therein are followed by all parties throughout the PPA's execution periods.
- Reviewing technical issues on operational division tender documents before commencement of tender process.

8. Performance Management

- Developing accountability structures, overseeing periodic reporting and projects and monitoring the performance indicators of the division.
- Preparing quarterly reports on the division's performance contract progress for incorporation into EGENCO's corporate performance report.
- Cascading the divisional scorecard into executable deliverables for all positions within the division to ensure maximum execution of divisional mandate with assigned accountability.
- Signing off performance scorecards with all direct reports and reviews departmental scorecards before signing off to ensure alignment to the divisional scorecard.
- Following up on allocated performance deliverables during the appraisal cycle to confirm progress towards goal attainment and proffer corrective interventions upon need.
- Appraising performance of direct reports and 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.
- Recommending necessary training and development interventions needed to cover identified performance gaps to ensure skills enhancement.

9. Staff Management

- Guiding staff recruitment to ensure the division is adequately manned with the right talent.
- Providing guidance on management of staff welfare in the division
- Providing direction in handling of staff grievances and disciplinary issues in the division

- Enforcing compliance with labour, occupational health, and safety regulations to mitigate noncompliance operational risks in the division.

3. DIRECTOR OF PLANNING AND DEVELOPMENT (GRADE EG2) on a fixed term contract.

PURPOSE OF THE JOB

The position exists to lead all activities relating to power generation and other related projects identification and implementation through project management with a view of transforming the strategic plan into completed asset in accordance with approved designs at the least cost in the shortest time to the highest quality.

PERSON SPECIFICATIONS

- A holder of a Bachelor's Degree in Electrical or Mechanical Engineering or equivalent and a Master's Degree in either Engineering/ Strategy, Economics or Administration obtained from a National Council for Higher Education (NCHE) recognized reputable learning institution.
- Should be a registered member of Malawi Engineering Institute or any recognized international engineering body. (Optional)
- Must have Ten (10) years post-graduation experience of which 5 years should be at Senior Management level.
- Should be mature with demonstrable ability to work as a team leader,
- Have good leadership and team building skills.
- Be decisive, self-motivated, assertive and have excellent communication and interpersonal skills,
- Be strong analytical, problem solving and decision-making skills,
- A team player and results oriented with extensive knowledge of corporate strategy, project development and management skills,
- Should be of high integrity, honesty, and excellent negotiating skills.
- Proficiency in MS office
- Applicants with experience in the Power Generation industry will have an added advantage.

JOB SPECIFICATIONS

Reporting to Chief Executive Officer, the job holder will among other responsibilities responsible for:

1. Directing and guiding the Planning & Development Division in the preparation of inputs to EGENCO's Strategic and Business Plan and ensuring the submissions address the requirements of EGENCO's Mission and Objectives.
2. Representing the Planning & Development Division in EGENCO's Strategic Planning process and formulating strategy to meet the Planning and Projects Development objectives at the beginning of the year.
3. Setting Divisional business objectives and performance targets to achieve the set objectives.
4. Reviewing the plan bi-annually in line with the business trend.
5. Recommending change of the budget if there are significant changes in circumstances and if targets are unsustainable or untenable.
6. Ensuring that action plans for each department of the Planning & Development Division are derived from EGENCO's Business Plan, the materials resources, and, in liaison with other Divisional Heads, human and financial resources are available in short and long term for smooth implementation of such plans.
7. Ensuring timely preparation of Revenue and Capital Budgets to facilitate translation of the requirements in the Business Plans into action.
8. Continually monitoring progress for each department within the division and taking corrective action or introducing adjustments or alternatives to strategy implementation as dictated by available resources.
9. Guiding the Planning & Development Division in Policy and efficiency in line with EGENCO's set goals.
10. Guiding and overseeing the overall Division's function in line with the EGENCO's set goals.
11. Formulating the power system planning procedures/criteria, guided by the Power System Master Plan and incorporating new standards in the old planning to ensure that the best practice guidelines are followed for system planning, development and implementation.
12. Carrying out any other assignments and duties as the Chief Executive Officer or the Board may direct from time to time.

4. DIRECTOR OF HUMAN RESOURCES AND ADMINISTRATION (GRADE EG2) on a fixed term contract.

PURPOSE OF THE JOB

The position exists to provide overall leadership to the Human Resources and Administration divisional development, planning and implementation.

PERSON SPECIFICATIONS

- A holder of a bachelor's degree in either Human Resources Management, Public Administration, Business Administration or equivalent and a Master's degree in Human resources management, Public Administration, Business Administration or any related field obtained from a National Council for Higher Education (NCHE) recognized reputable learning institution.
- Should be a registered member of Institute of People Management Malawi (Optional)
- Must have Ten (10) years post-graduation experience of which 5 years should be worked at Senior Management level in related field.
- Should be mature with demonstrable ability to work as a team leader,
- Should have thorough understanding of Malawi Labour Laws
- Be decisive, self-motivated, assertive with excellent communication and interpersonal skills,
- Have strong analytical, problem solving and decision-making skills,
- A team player and results oriented and be of high integrity.
- Have good Leadership, excellent Team building and negotiation skills,
- Have excellent knowledge in gender management and mainstreaming skills.
- Proficiency in MS office
- Applicants with experience in the power generation industry will have an added advantage.

JOB SPECIFICATIONS

Reporting to Chief Executive Officer the job holder will among other responsibilities, be responsible for: -

1. Directing and guiding the Human Resource and Administration Division in the preparation of inputs to the Company's strategic business plan and ensuring the submissions address the requirements of the Company's `s mission and objectives.
2. Representing the Human Resource and Administration Division in the Company's strategic planning process.
3. Ensuring that action plans are derived from the Company's business plan, the material resources, and, in liaison with other division heads, human and financial resources are available in the short and long term for smooth implementation of such plans.
4. Ensuring timely preparation of the revenue and capital budgets to facilitate translating into action the requirements in the Corporate Strategic Plans.

5. Provide leadership in the formulation of Human Resource and Administration Policies and Strategies in order to ensure that the directorate contributes effectively and efficiently to the goals of the Company.
6. Overseeing the formulation and implementation of the directorate's budgets and manage resources allocated prudently and in line with the Company's policies and practices.
7. Managing, with Divisional Executives, the appointment of senior management (managerial positions) as and when required,
8. Diagnosing on a continuous basis the current situation by reviewing the human capital systems and processes in use and analyzing the findings to identify and diagnose the key organizational performance levers critical to the successful management of the business.
9. Coordinating the conduct of training needs analysis and develop training programs for developing the knowledge, skills and attitudes of employees for improved job performance.
10. Overseeing the implementation of the required training and/or development to ensure required performance for all employees.
11. Administering performance and reward management systems, processes, and procedures for the Company.
12. Developing and maintaining robust human resource management information system for the Company to assist management decision making on human resource management and development matters.
13. Championing and directing organizational change initiatives within the company in line with change projects plans.
14. Providing technical support to the Company at both the leadership team and directorate levels to ensure that management style and decisions made in the management of human resources are within applicable Malawi Labour Laws and reflect good human resource management practices.
15. Participating in recruitment, performance counseling, and disciplinary enquiry hearing for senior management staff and provide professional advice in all cases.
16. Managing the succession, workforce and career path plans for managerial, Executive grades and critical position holders.
17. Participating in collective bargaining with Union to ensure that both business and employee interests are pre-emptively monitored for purposes of smooth operations and business continuity.
18. Signing off performance scorecards with all direct reports and reviews departmental scorecards before signing off to ensure alignment to the divisional scorecard and appraising direct reports.
19. Providing informative management reports on the performance of the human resource and administration functions.
20. Carrying out any other duties as assigned by the Chief Executive Officer.

5. DIRECTOR OF FINANCE (GRADE EG2) on a fixed term contract.

PURPOSE OF THE JOB

The position exists to contribute to the attainment of the company's business objectives by providing strategic and financial guidance to ensure that the company's commitments are met and developing all necessary policies and procedures to ensure sound financial management and control of the company's business.

PERSON SPECIFICATIONS

- A holder of a bachelor's degree in either Accountancy, Finance, Commerce, Business Administration or equivalent and a relevant master's degree in either Accounting, finance, commerce, business administration or equivalent obtained from a recognized reputable learning institution accredited by a National Council for Higher Education (NCHE) and should be Chartered Accountant with either (ACCA, CIMA, or CA(M) or any relevant accounting professional institution.
- Should be a registered member of Institute of Chartered Accounts in Malawi (ICAM)
- Must have Ten (10) years post-qualification experience of which 5 years should be worked at Senior Management level.
- Should be mature with demonstrable ability to work as a team leader,
- Be decisive, self-motivated, assertive with excellent communication and interpersonal skills,
- Have strong analytical, problem solving and decision-making skills,
- A team player and results oriented with extensive knowledge in finance and accounting,
- Be conversant with relevant accounting standards and procedures, public finance management regulatory frameworks.
- Have good Leadership and Team building skills.
- Proficiency in MS office
- Applicants with experience in the Power Generation industry will have an added advantage.

JOB SPECIFICATIONS

Reporting to Chief Executive Officer the job holder will among other responsibilities, be responsible for: -

1. Advising the Chief Executive Officer on financial matters in the company in his/her capacity as EGENCO's Controlling Officer.
2. Developing the company's financial strategy to ensure the company achieves sustainability in its operations.
3. Providing strategic financial leadership to the Board and Executive managers through financial analysis and guidance.
4. Guiding and overseeing the overall finance function in line with the Company's set goals and adherence to organizational and individual performance management system (PMS) requirements within all the operating areas of the finance division.
5. Ensuring timely production of: -

- (i) Annual Performance Management Plans and Budgets and budget revision, in accordance with relevant and applicable Government Laws; Policies; and Integrated Strategic Plan.
 - (ii) audited financial statements, in accordance with IFRS and compliance with relevant legislation; and
 - (iii) other financial reports to aid strategic planning, resource mobilisation, and engagements with partners and stakeholders.
6. Ensuring compliance with the Public Finance Management Act, Public Audit Act, Public Procurement and Disposal of Assets Act of the Laws of Malawi, as well as other relevant financial management requirements, such as statutes, regulations, procedures, and policies.
 7. Liaising and supporting the work of external auditors and all other authorized oversight and evaluation processes, with respect to financial performance and financial governance of EGENCO.
 8. Overseeing financial policies and procedures to ensure effective financial management.
 9. Ensuring timely collection of debtors to achieve company liquidity.
 10. Ensuring the company maintains optimum stock holding.
 11. Monitoring financial performance against financial targets and managing the company's accounting function.
 12. Approving the optimum financial structure for projects to ensure the right balance between equity, debt, and other sources of finance.
 13. Project accounting, including the tracking of WIP against budget & measurement of benefits (financial, environmental & social).
 - (i) Ensuring financial, tax, and statutory regulations are complied with.
 - (ii) Cashflow, liquidity, and debt management.
 - (iii) Working with budget holders.
 14. Supporting the organization through an exciting period of growth by ensuring the appropriate transition of processes and the implementation of appropriate internal controls.
 15. Ensuring that the company makes investments in line with its long-term strategy.
 16. Ensuring the company pays taxation in line with the provisions of the Taxation Act
 17. Attending board meetings and presenting management reports.
 18. Overseeing the timely and accurate preparation of the Company's accounts and presenting the Annual Accounts to the Shareholder.
 19. Establishing working relationships with external parties and acting as a representative of EGENCO Limited.
 20. Presenting the Performance Management Plans and budgets report to Treasury and the Board for approval.
 21. Signing off performance scorecards with all direct reports and reviews departmental scorecards in alignment with divisional scorecard and appraise all direct reports.
 22. Supporting commercial negotiations and sourcing capital.
 23. Liaising with other Departments to ensure that resourcing, procurement; and stock holding of materials are compatible with good financial management practices.
 24. Advise and determine viable electricity tariffs in liaison with relevant departments within the Company and the relevant regulator in the energy sector.

25. Minimizing risks impacting financial performance and financial governance by taking appropriate measures and options, relating but not limited to the following: -
 - (i) Internal controls aimed at safeguarding EGENCO resources and delivering accurate and timely financial reporting.
 - (ii) Cost-benefit analysis.
 - (iii) Credit control.
 - (iv) Budgetary and treasury control.
 - (v) Expenditure and grants commitments; and
 - (vi) Advising on value for money, financial viability, and other financial compliance with requirements.
26. And carrying out any other duties as assigned by the Chief Executive Officer.

Method of Application:

Application letters with comprehensive CV and three names and addresses of traceable referees and photocopies of relevant certificates and National Identity, should be sent to the following address or hand delivered not later than **15 July 2024 addressed to:-**

The Comptroller of Statutory Corporations
P O Box 30061
Capital City
Lilongwe 3
Capitol Hill

EGENCO IS AN EQUAL OPPORTUNITY EMPLOYER

The Applications must be clearly marked with the position one is applying for. For example; **'Application for the Position of Chief Executive Officer for Electricity Generation Company (Malawi) Limited.'**

Only shortlisted applicants will be acknowledged and invited for interviews at short notice.