



Electricity Generation Company (Malawi) Limited

## VACANCY RE-ADVERTISEMENT

### DIRECTOR OF OPERATIONS

Electricity Generation Company (Malawi) Limited (EGENCO) is a leading power generation company committed to providing reliable and sustainable electricity to drive Malawi's economic growth. As part of our strategic direction, we seek a dynamic and results-oriented professional to join our executive team as **Director of Operations (Grade EG2)**. This is a **three-year fixed-term contract**, based at EGENCO's 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 7<sup>th</sup> September 2016. The company is wholly owned by the Government of Malawi and was established with the mandate of generating electricity in Malawi. It started its operations on 1 January 2017.

### 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

- Must be a holder of a Bachelor's Degree in either Electrical or Mechanical Engineering and a Master's degree in either Engineering, Business Administration or Project Management obtained from a reputable learning institution recognized by National Council for Higher Education (NCHE).
- Must be a registered member of Malawi Engineering Institute or any recognized international engineering body.
- Must have ten (10) years post-graduate work experience, five of which should be at senior management level in a busy organization.
- Must be mature with demonstrable ability to work as a team leader,
- Must have good leadership and team building skills.
- Must be decisive, self-motivated, assertive and have excellent communication and interpersonal skills,
- Must have 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,

- Must be proficient in MS office and other relevant computer applications,
- Applicants with experience in the Power Generation industry will have an added advantage.

## **JOB SPECIFICATIONS**

Reporting to Chief Executive Officer, the Director 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 Management and the Board of Directors on power generation and emerging power generation issues and trends.
- Advising on the type of technology that can 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.

### **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 **28 February 2025** to:

The Comptroller of Statutory Corporations,  
P. O. Box 30061,  
Capital City,  
**Lilongwe 3.**

EGENCO is an equal opportunity employer, therefore, women with relevant qualifications are encouraged to apply.

Those individuals who responded to the initial advertisement and are still interested in the job, are encouraged to re-apply.

The Applications must be clearly marked '**Application for the Position of Director of Operations for EGENCO**'