



Electricity Generation Company (Malawi) Limited

VACANCY

ASSISTANT MONITORING OFFICER - GRADE-EG7 (1 POSITION)

Applications are invited from suitably qualified candidates to fill the vacant post of **Assistant Monitoring Officer (Grade EG7)** tenable in the Company at the Head Office, Chayamba. This post reports to the **Monitoring and Evaluation Manager**.

BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES

- Forecasting of energy generation bounded to demand.
- Predicting of Demand for energy and energy to be generated in reference to the operational KPI's.
- Evaluating programs, projects, strategies, policies using Company's Data collected from the Company's Divisions at predetermined times.
- Validating data by substantiating data provided by the Division's Plans and Reports, with the support of the Monitoring function, in terms of cleaning the data and aggregation.
- Structuring the validated data in the required reporting formats (e.g. Monthly reports or quarterly and annually).
- Retrieving data from the warehouse, in a consistent Data Set (CDS) repository, and doing analysis for reporting purposes at predetermined times of the Financial Year.
- Reviewing by modifying and developing monitoring tools and mechanisms, with the assistance of M&E Manager.
- Verifying data by assessing the reporting reliability of the Division and Plans in terms of Performance Monitoring.
- Informing by providing monthly reports developed above to EGENCO's Executive Management, Divisions and Departments.

JOB SPECIFICATIONS

- Holder of a University Degree majoring in Economics/Statistics/Mathematical Sciences/Data Sciences or relevant discipline.
- Experience in the use of Statistical packages like SPSS, STATA, Decision Tools Suite and MS Excel Forecast Pro.
- Minimum of 2 years' hands on experience in Monitoring and Evaluation related field.
- Understanding of Statistic Models for Time Series data analysis both Qualitative and Quantitative data collection, cleaning and analysis.
- Demonstrated expertise in research design for process and impact evaluation, designing annual monitoring surveys, data collection, cleaning, analysis and management.
- Hands on experience in designing Monitoring and Evaluation Frameworks and/or programs theories of change for different projects and presentation of periodic progress reports.
- Conversant with forecasting, report writing, planning and developing monitoring and evaluation tools.
- Strong communication and interpersonal skills. Easy to adapt to new environments, willing to learn, team player and innovative.
- Those with Hands on experience with energy data and key performance indicators associated with energy industry and knowledge in the use of performance management tools will have an added advantage.
- Aged between 25 to 45.

METHOD OF APPLICATION

Interested candidates should submit applications attaching a comprehensive CV, relevant certificates, and names of three traceable referees to reach the undermentioned not later than **Friday, the 15th of August 2025.**

Acting Director of Human Resources and Administration
Electricity Generation Company (Malawi) Limited
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P O Box 1567
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*****WE ARE AN EQUAL OPPORTUNITY EMPLOYER*****