

VACANCIES

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

1. ASSISTANT GENERATION SUBSTATIONS ENGINEER (EG7) (1 Position)

Tenable at EGENCO's Head Office, Chayamba, Blantyre, this post reports to the **Senior Technical Services Engineer**.

BRIEF JOB DESCRIPTION

- » Carrying out installation and commissioning of primary equipment at EGENCO's generation substations, including switchgear, power cables, and instrument transformers.
- » Carrying out day-to-day smooth running of Substations and Switchgear operations in line with business plans and associated approved budget.
- » Carrying out preventive and corrective maintenance of substation plant, equipment, and switchgear on all 0.4/11/66/132kV systems within EGENCO.
- » Participate in formulation of budget for the department.
- » Controlling and monitoring expenditure in Substation and switchgear Section through proper procurements and control in use of resources.
- » Any other duties assigned from time to time.

JOB SPECIFICATION

- » Possess a minimum of a Bachelor's Degree in Electrical and Electronics or Mechanical Engineering.
- » Demonstrate comprehensive knowledge and understanding of power substation systems and switchgear.
- » Have at least 2 years of relevant work experience in the energy sector, including a minimum of 1 year specifically in substations and switchgear.
- » Possess strong analytical capabilities, excellent communication, and interpersonal skills.
- » Be proficient with hands on technical operations, demonstrating practical experience and skill in maintaining and troubleshooting power substation and switchgear equipment.
- » Be conversant with Microsoft Word, and Excel.
- » Be willing to work odd hours.
- » Have a valid driving license.
- » Be registered with the Malawi Engineering Institution (MEI).
- » Be aged between 30 and 40 years.

2. SAFETY, HEALTH, ENVIRONMENT AND QUALITY TECHNICIAN (EG9) (5 Positions)

Tenable at various EGENCO's Power Stations, this post reports to the **Chief Quality Assurance and Safety Engineer**.

JOB PURPOSE

The SHEQ Technician will be responsible for coordinating and implementing Safety, Health, Environment and Quality Systems to ensure compliance with statutory requirements, promote a safe and healthy work environment, protect the environment and enhance operational quality and efficiency.

BRIEF JOB DESCRIPTION

- » Conducting risk assessments, hazard identification and accident investigations.
- » Ensuring compliance with occupational health and safety regulations.
- » Monitoring workplace health conditions and promoting employee wellness.
- » Overseeing environmental management practices including waste management pollution control.
- » Implementing and maintaining quality management systems in line with ISO Standards.
- » Conducting SHEQ audits, inspections and internal reviews.
- » Coordinating SHEQ training and awareness programs.
- » Preparing SHEQ reports and maintaining records including Non-Conformance Reports (NCR's).
- » Liaising with regulatory bodies, contractors and external auditors.
- » Supporting continuous improvement initiatives across the Company.

- » Any other duties assigned from time to time.

JOB SPECIFICATION

- » Holder of Diploma in Occupational Health and Safety, Public Health, Safety Management, Quality Management, Environmental Science, Electrical Engineering, Mechanical or Industrial Engineering or related field.
- » Possession of relevant certifications such as NEBOSH (National Examinations Board in Occupational Safety and Health) or SAMTRAC (Safety Management Training Course) or ISO 9001 (Quality Management) or ISO 14001 (Environmental Management) or ISO 45001 (Occupational Health and Safety) will be an added advantage.
- » Relevant work experience in a similar role for at least three (3) years.
- » Be conversant with Microsoft Word, and Excel.
- » Be willing to work odd hours.
- » Age range: 25 – 35 years.

3. SECRETARY (EG8) (1 Position)

Tenable in the company at the Head Office, Chayamba Building – Blantyre, this post reports to the **Procurement & Disposal of Asset Manager**.

DUTIES AND RESPONSIBILITIES

- » Provide comprehensive administrative support to ensure the smooth and efficient operation of the office.
- » Coordinate and schedule daily meetings, appointments, and activities for the Procurement Department.
- » Support meetings by preparing agendas, taking accurate minutes, and following up on action items.
- » Ensure all communications originating from the Procurement Department are clear, professional, and of high quality.
- » Prepare, organize, and maintain documents, reports, and correspondence
- » Manage incoming calls, emails, and other communications promptly and professionally.
- » Assist in the preparation and processing of Purchase Orders, Quotations, and Tender documents.
- » Maintain and regularly update supplier databases and contact lists.
- » Support the procurement team in bid evaluations, documentation, and record-keeping.
- » Monitor and ensure all procurement documentation complies with Company policies and procedures.
- » Safeguard the confidentiality of sensitive information at all times.
- » Perform any other duties as may be assigned by the Supervisor from time to time

JOB SPECIFICATIONS

- » Holder of MSCE with Credit in English
- » Holder of Diploma in Secretarial Studies or Diploma in Secretarial Management
- » Proven 3 years of working experience as Secretary to a Senior Manager.
- » High Level of Integrity and confidentiality.
- » Strong organizing, planning and time management skills
- » Should be aged between 25 and 40.

METHOD OF APPLICATION

Interested persons should submit applications attaching a comprehensive CV, relevant certificates and names of **three traceable referees** to reach the undermentioned not later than **Monday, 18 May 2026**. Only shortlisted candidates will be acknowledged.

Acting Director of Human Resources Management and Development
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BLANTYRE

*****WE ARE AN EQUAL OPPORTUNITY EMPLOYER*****