

VACANCIES

1. ASSISTANT MONITORING OFFICER (GRADE - EG7)

Applications are invited from suitably qualified persons to fill the vacant post of **Assistant Monitoring Officer - EG7** tenable in the Company at the Head Office, Chayamba Building, Blantyre. 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 do 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 skills, interpersonal skills, easy to adapt to new environments, willingness to learn, team player and innovative skills.
- » 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.

2. ELECTRICAL MAINTENANCE TECHNICIAN (GRADE EG9)

Applications are invited from suitably qualified persons to fill the vacant post of **Electrical Maintenance Technician - EG9** tenable in the Company at **Wovwe Power Station in Karonga**. This post reports to the **Electrical Maintenance and Operations Engineer - Wovwe**.

BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES

- » Troubleshooting existing electrical installations for faults that arise on the installations around the power station.
- » Identifying and recording any noted existing electrical faults to decide on the required resources to repair the faults.
- » Providing required material resources list to the immediate superior for procurement purposes or withdrawal from stores.
- » Rectifying identified faults and monitoring performance to ensure repairs done meets the expectations.
- » Inspecting power plant and residential buildings and determining the type of installations required.
- » Reporting all faults and breakdowns to the immediate superior.
- » Compiling the required materials list for new electrical installations at the station to the immediate superior.
- » Undertaking the wiring process for electrical installations.

- » Installing new electrical systems as per design specifications and monitoring performance with a view to correct any discrepancies.
- » Carrying out maintenance on domestic electrical installations to maintain performance at best practice acceptable levels.
- » Carrying out maintenance of station electrical installations to ensure efficient flow of electrical systems required for the generation plant.
- » Investigating problems that could have caused break down of equipment.
- » Repairing broken-down equipment.
- » Recommending safe methods to be practiced when operating electrical equipment to reduce breakdowns of similar nature.
- » Any other duties as may be assigned by the Supervisor from time to time.

JOB SPECIFICATIONS

- » Holder of University Diploma in Electrical Engineering or a (full) City & Guilds - Advanced Diploma plus (either Malawi Trade Test Grade 1 or Malawi Craft Certificate or TEVET Level 3 Certificate) in Electrical Engineering.
- » Must prove to have undergone apprenticeship training.
- » Minimum of 3 years hands on experience in high voltage power system environment.
- » Must be willing to work odd hours, shifts and weekends.
- » Strong communication and interpersonal skills and well experienced in MS Excel.
- » Aged between 25 and 45.

3. DRIVER - EG11

Applications are invited from suitably qualified persons of Malawi origin, to fill the vacant position of **Driver - EG11** tenable at various locations in the Company. This post reports to the **Senior Administration Officer**.

JOB DESCRIPTION

- » Providing secure and timely driving services to transport staff and/or goods.
- » Ensuring that all trips including mileage are properly recorded in the logbook.
- » Ensuring security and safe parking of vehicles.
- » Ensuring that vehicles are regularly serviced.
- » Ensuring that fuel, tyres and service of vehicles are recorded.
- » Making sure that vehicles are cleaned, and that oil level, water level and battery are checked each morning.
- » Ensuring that all equipment i.e emergency safety box, tools, spare tyres are in the car and in good working order.
- » Keeping assigned vehicles free from damage, and in acceptable manner.
- » Ensuring that vehicles are in proper and safe condition prior to use and acknowledging and reporting to responsible officers any damage or mechanical malfunctions that exist.
- » Any other related duties as may be assigned from time to time.

JOB SPECIFICATION

- » Holder of Malawi School Certificate of Education.
- » Must have valid Driving License Class C1 Category P/G.
- » At least three years' relevant experience.
- » Good communication and interpersonal skills.
- » Matured and responsible.
- » Must have sober habits.
- » Must be prepared to work at odd hours including weekends.
- » Physically fit.

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, 22 June 2026**.

Acting Director of Human Resources Management and Development
Electricity Generation Company (Malawi) Limited
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P O Box 1567
BLANTYRE

EGENCO IS AN EQUAL OPPORTUNITY EMPLOYER