



Electricity Generation Company (Malawi) Ltd

## 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**. 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.

**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  
Chayamba Building – Floor No. 4  
P O Box 1567  
BLANTYRE

**\*EGENCO IS AN EQUAL OPPORTUNITY EMPLOYER\***