



Electricity Generation Company (Malawi) Ltd

VACANCY ADVERTISEMENT DIRECTOR OF HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT

Applications are invited from suitably qualified, persons of Malawi origin to fill the following vacant position tenable in the company at 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 7th 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.

To fulfill its mandate effectively and efficiently, the company now invites suitably qualified and motivated experienced dynamic individuals to fill the challenging and exciting position of DIRECTOR OF HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT (GRADE EG2) on a fixed-term contract.

PURPOSE OF THE JOB

The position exists to provide overall leadership for the Human Resources division's Management, Development, Planning, and Implementation.

PERSON SPECIFICATIONS

- A holder of a bachelor's degree in either Human Resources Management, Public Administration, Business Administration or equivalent and a Master's degree in Human Resources Management, Public Administration, Business Administration or any related field obtained from a National Council for Higher Education (NCHE) and recognized reputable learning institution.
- Should be a registered member of the Institute of People Management Malawi (Optional)
- Must have Ten (10) years post-graduation experience, of which 5 years should be worked at the Senior Management level in related field.
- Should be mature with demonstrable ability to work as a team leader,
- Should have a thorough understanding of Malawi Labour Laws
- Be decisive, self-motivated, assertive with excellent communication and interpersonal skills,
- Have strong analytical, problem-solving and decision-making skills,
- A team player and results oriented and be of high integrity.
- Have good Leadership, excellent Team building and negotiation skills,
- Have excellent knowledge in gender management and mainstreaming skills.
- Proficiency in MS Office
- Applicants with experience in the power

generation industry will have an added advantage.

JOB SPECIFICATIONS

Reporting to Chief Executive Officer the job holder will, among other responsibilities, be responsible for: -

1. Directing and guiding the Human Resources Division in the preparation of inputs to the Company's strategic business plan and ensuring the submissions address the requirements of the Company's mission and objectives.
2. Representing the Human Resources Division in the Company's strategic planning process.
3. Ensuring that action plans are derived from the Company's business plan, the material resources, and, in liaison with other division heads, human and financial resources are available in the short and long term for smooth implementation of such plans.
4. Ensuring timely preparation of the revenue and capital budgets to facilitate translating into action the requirements in the Corporate Strategic Plans.
5. Provide leadership in the formulation of Human Resources Policies and Strategies to ensure that the directorate contributes effectively and efficiently to the goals of the Company.
6. Overseeing the formulation and implementation of the directorate's budgets and manage resources allocated prudently and in line with the Company's policies and practices.
7. Managing, with Divisional Executives, the appointment of senior management (managerial positions) as and when required,
8. Diagnosing continuously the current situation by reviewing the human capital systems and processes in use and analyzing the findings to identify and diagnose the key organizational performance levers critical to the successful management of the business.
9. Coordinating the conduct of training needs analysis and developing training programs for developing the knowledge, skills and attitudes of employees for improved job performance.
10. Overseeing the implementation of the required training and/or development to ensure the required performance for all employees.
11. Administering performance and reward management systems, processes, and procedures for the Company.
12. Developing and maintaining a robust human resource management information system for the Company to assist management decision-making on human resource management and development matters.
13. Championing and directing organizational

change initiatives within the company in line with change project plans.

14. Providing technical support to the Company at both the leadership team and directorate levels to ensure that management style and decisions made in the management of human resources are within applicable Malawi Labour Laws and reflect good human resource management practices.
15. Participating in recruitment, performance counseling, and disciplinary enquiry hearings for senior management staff and providing professional advice in all cases.
16. Managing the succession, workforce and career path plans for managerial, Executive grades and critical position holders.
17. Participating in collective bargaining with the Union to ensure that both business and employee interests are pre-emptively monitored for purposes of smooth operations and business continuity.
18. Signing off performance scorecards with all direct reports and reviews departmental scorecards before signing off to ensure alignment to the divisional scorecard and appraising direct reports.
19. Providing informative management reports on the performance of the human resources functions.
20. Carrying out any other duties as assigned by the Chief Executive Officer.

Method of Application:

Application letters with a comprehensive CV and three names and addresses of traceable references referees and photocopies of relevant certificates and National Identity, should be sent to the following address or hand delivered not later than **20 July 2026** addressed to:-

The Comptroller of Statutory Corporations
P O Box 30061
Capital City
Capitol Hill
LILONGWE 3

EGENCO IS AN EQUAL OPPORTUNITY EMPLOYER

The Applications must be clearly marked 'Application for the Position of Director of Human Resources Management and Development for Electricity Generation Company of Malawi.'