



Electricity Generation Company (Malawi) Limited

VACANCIES

1. PLANNING CIVIL ENGINEER (GRADE – EG6) 1 POSITION

Applications are invited from suitably qualified persons to fill the vacant post of **Planning Civil Engineer – EG6** tenable in the Company at the **Head Office, Chayamba, Blantyre**. This post reports to the **Planning Manager**.

BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES

A. Planning

- Participating in feasibility study data collection and review of preliminary Feasibility Study Reports and preliminary designs.
- Preparation of Civil and Structural Designs, Bill of Quantities and Tender Documents for rehabilitation works of Power Generation infrastructure.
- Participating in review of feasibility study reports and related documentation.
- Participating in preparation of tender documents, bid evaluations and negotiation of contracts with consultants and contractors.
- Participating in procurement process of Consultant(s) Contractor(s), Construction Materials and Equipment.
- Checking and validating that project designs are in compliance with specifications and standards.
- Coordination with stakeholders during environmental and Social Impact Assessment studies and associated Environmental and Social Management Plans, and/or Resettlement Action Plans.

B. Project Quality Control

- Inspecting contractors work and reporting any deviations from approved project designs to Project Managers.
- Facilitate and advise Project Manager on permits and licensing requirements.
- Checking that project submittals are appropriately recorded and archived.
- Checking and reviewing contractor's work methods and procedures and ensuring site safety.
- Monitoring and reporting any form of non-compliance by contractor regarding specified work methods and standards.
- Coordinate project stakeholders where assigned.
- Inspecting the quality of equipment and installations, materials and tools supplied and witnessing commissioning tests.
- Checking and reviewing contractors' work methods, procedures and ensuring site safety.

C. Project Risk Management

- Identifying possible project risks and mitigation measures and updating risk registers.

D. Contracts Administration

- Assisting in preparation and implementation of Project Execution Plans (PEP).
- Participating in project meetings, taking minutes and preparing meeting reports.
- Facilitating and advising project stakeholders on permits and any licensing requirements required.
- Checking that project submittals are appropriately recorded and archived. Validating payment certificates and variation orders.
- Undertake post construction reviews and recommend areas of improvement.
- Supervise, coordinate and mentor where appropriate, graduates in the Division.
- Undertake post construction project reviews and recommend areas of improvement for future projects.

JOB SPECIFICATIONS

- A holder of a Bachelor of Science in Civil Engineering / Hydraulic Engineering or Equivalent.
- Minimum of 6 years professional experience in an Engineering project related environment with bias towards hydrology and hydraulic design and supervision works.
- Experience with multilateral donor funded projects is a must.
- Experience working on emergency projects shall be an added advantage.
- Ability to read, interpret engineering documentation and apply engineering skills to review designs is a basic requirement.
- Must be adept in the use of AutoCad Civil 3D (Or relevant civil engineering software).
- Skills and experience in the use of Microsoft Office suite.
- Proficient in both oral and written English Language.
- Ability to work effectively with teams and work to tight deadlines.
- Must declare any conflicts of interests.
- Aged between 28 and 40.

2. AUTO MOBILE TECHNICIAN (GRADE – EG10) 2 POSITIONS

Applications are invited from suitably qualified persons to fill the internal vacant post of **Auto Mobile Technician – EG10** tenable in the Company. This post reports to the **Senior Administration Officer**.

BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES

- Carrying out routine servicing and preventive maintenance of motor vehicles.
- Diagnosing mechanical, electrical, and electronic faults using diagnostic tools and equipment.
- Repairing or replacing vehicle parts and components.
- Performing engine overhauls, brake repairs, suspension repairs, clutch replacement and transmission work.
- Ensuring tools and workshop equipment are properly used and maintained.
- Observing workplace safety procedures and maintaining cleanliness in the workshop.
- Responding to vehicle breakdowns and emergency repair needs when required.
- Advising team leaders or members on vehicle conditions and recommending repairs.
- Preparing and submitting monthly reports.
- Ensuring compliance with manufacturers specifications and road safety regulations.

- Any other duties as may be assigned from time to time.

JOB SPECIFICATIONS

- A holder of Malawi School Certificate of Education with **Credit in Mathematics**.
- National Trade Test Grade 1 in Motor-vehicle Mechanics and Auto Electrical Certificate or Level 3 Tevet Automobile Certificate.
- Valid Driving License.
- 5 years working experience in a busy Motor-vehicle Workshop.
- Strong mechanical and electrical skills.
- Aged between 25 to 40 supported by National Identity Card.
- Ability to work independently and under pressure.
- Good problem-solving and troubleshooting abilities.

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 **Friday, 14th August 2026**.

Acting Director of Human Resources Management and Development
Electricity Generation Company (MW) Ltd
Chayamba Building – Floor No. 4
P O Box 1567
BLANTYRE

EGENCO IS AN EQUAL OPPORTUNITY EMPLOYER