



The Malawi Legal Aid Bureau, established under the Legal Aid Act of 2010, is a national public institution mandated to provide legal aid to persons with insufficient means. In a bid to provide quality legal aid service to the nation, the Bureau invites applications from qualified candidates to fill the following vacant post:

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|-----------------------|---|--|
| Vacancy Number | : | LAB/1/24 |
| Title | : | Procurement Officer (1 Post) |
| Grade | : | Grade I |
| Responsible to | : | Deputy Director |
| Salary | : | Salary range of Grade I in the Legal Aid Bureau |
| Duty Station | : | Lilongwe Headquarters Office |

Duties:

- Creating and maintaining relationships with vendors/suppliers
- Estimating and establishing budgets for purchases
- Preparing solicitation documents such as quotations, bidding and bid evaluation reports
- Monitoring suppliers' performance in goods or service delivery
- Maintaining purchase records and other important data
- Negotiating pricing and supply contracts
- Developing plans for purchasing services and goods
- Ensuring that the goods and services meet quality standards
- Drafting contract documents, orders and similar documents in accordance with IPC instructions
- Performing other related duties as may reasonably be given from time to time supervisor or any competent authority

Qualifications and Experience

- A Degree in either Procurement, Business Management Purchasing and Logistics, Purchasing and Supply, Supply Chain Management or Business Administration
- A minimum of 1 year-experience on the similar post

Mode of Application

Interested candidates should submit application letters, Curriculum Vitae with three (3) traceable referees and copies of professional certificates by hand or through the following address:

The Director
Malawi Legal Aid Bureau
1st Floor Shire Building, Off Paul Kagame Road,
P.O. Box 675,
Lilongwe.

All applications should reach the Director not later than 5:00 pm on 4th March, 2024