



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 posts:

Vacancy Number	:	LAB/1/23
Title	:	Senior Internal Auditor (1 Post)
Grade	:	Grade H
Responsible to	:	Deputy Director
Salary	:	Salary range of Grade H in the Legal Aid Bureau
Duty Station	:	Blantyre

Duties and responsibilities

- Leading the full audit cycle by checking tax compliance, verifying financial records, and inspecting accounts.
- Analyzing the results of the audit and presenting possible solutions for ineffective financial practices to management.
- Evaluating the Bureau's accounting procedures, payroll, inventory, and tax statements to guide financial policymaking.
- Conducting risk assessments to recommend preventive and cost saving measures.
- Following up with management to ensure recommendations are incorporated into the Bureau's financial practices and implemented.
- Supervising junior auditing personnel.
- Preparing and reviewing annual audit memorandums.
- Researching applicable laws and regulations to ensure the Bureau's is compliant at all times.
- Any other task in relation to the post as assigned from time to time

Qualifications and other Requirements:

- A Bachelor's degree in Internal Auditing, Accounting, Finance, or any related field.
- Certified Internal Auditor (CIA) certification.
- A minimum of 3 years' experience working in accounting or auditing.
- Strong knowledge of auditing standards, procedures, laws, rules, and regulations.
- Excellent mathematical and analytical skills.
- Advanced computer skills and working knowledge of auditing software, such as CAMS and Audit Board.
- Meticulous attention to detail and a high level of accuracy.
- Ability to work with large amounts of complex financial data.
- Solid communication and leadership skills.

Vacancy Number : **LAB/2/23**
Title : **Legal Aid Officer (1 post)**
Grade : **Grade I**
Reporting to : **Senior Legal Aid Officer**
Salary : **Salary range of Grade I in the Legal Aid Bureau**
Duty Station : **Mzuzu**

Duties and responsibilities

- Supervising Assistant Legal Aid Officers in the provision of legal aid services
- Ensuring detailed records of all cases are kept and maintained
- Conducting legal research
- Conducting alternative dispute resolutions
- Assisting in trial proceedings by organizing evidence; preparing exhibits; scheduling; liaising and briefing witnesses and taking courtroom notes
- Monitoring case calendars and liaising on case status with Senior Legal Aid Advocate
- Assessing clients' statement and advising on the merits of the cases before legal aid can be granted
- Interviewing and taking statements from persons seeking legal aid
- Drafting and compiling legal documents, reports as well as legal opinions
- Providing legal literacy services to the general public
- Assisting in appraising Assistant Legal Aid Officers and other staff working under him/her
- Carrying out any related tasks that may be assigned from time to time

Qualifications and experience

- Diploma in law or other legal studies obtained from a recognized institution.
- Previous experience working in a legal institution would be an added advantage

Vacancy Number : **LAB/3/23**
Title : **Administration Officer (1 post)**
Grade : **Grade I**
Reporting to : **Deputy Director**
Salary : **Salary range of Grade I in the Legal Aid Bureau**
Duty Station : **Lilongwe Headquarters Office**

Duties and responsibilities

- Supervising Process Servers, Messengers, Cleaners and Drivers
- Managing fuel and asset ledgers
- Managing the Bureau's fleet of vehicles
- Organizing and managing schedules and calendars for staff activities
- Assisting Accounts in effecting payments, processing incoming invoices, and verifying receipts
- Assisting with procurement processes at the Bureau
- Ensuring functionality of necessary office equipment and buildings and requisitioning new equipment and supplies as needed and initiating maintenance of office buildings

- Generating reports and memos for use by management
- Assisting in organizing social events for the Bureau
- Attending meetings and recording notes for use by management
- Carrying out any other tasks as assigned from time to time

Qualifications and work experience

- Bachelor Degree in Business Administration, Public Administration, Business Management or any other related field
- A minimum of 2 years' experience in general administration in a busy institution will be an added advantage

Vacancy Number : **LAB/4/23**
Title : **Supplies Assistant (2 posts)**
Grade : **Grade M**
Reporting to : **Procurement Officer**
Salary : **Salary range of Grade M in the Legal Aid Bureau**
Duty Stations : **Lilongwe and Blantyre**

Duties and responsibilities

- Maintaining accurate and comprehensive records of all supplies to the Bureau
- Reconciling physically all supply chain commodities and services with that of invoices and supply documents.
- Examining purchase orders to ensure conformity to laws and regulations
- Assisting in requesting invoices and documentation of commodities and services to be supplied
- Dispatching approved Purchase Orders and making follow-ups with delivery of commodities and services
- Performing physical stock checks in stores
- Checking and examining quality of materials before accepting delivery or arranging dispatch
- Assisting Procurement Officer to prepare quotations, tenders and bid tabulations for approval
- Assisting in managing property and disposal of assets
- Assisting to produce standard asset management reports and other asset information periodically and when requested
- Compiling statistical information on supply chain related matters
- Assessing vendors capability for delivering commodities and services
- Assisting in planning of goods delivery and providing information on the status of requests and availability of items in stores room

Qualifications and work experience

- A minimum of MSCE and a certificate in purchasing and supply with at least 2 years-experience
- Those with a diploma will have added advantage

Vacancy Number : **LAB/5/23**
Title : **Driver (2 posts)**

Grade : **Grade N**
Reporting to : **Administration Officer**
Salary : **Salary range of Grade N in the Legal Aid Bureau**
Duty Station : **Lilongwe**

Duties and responsibilities

- Maintaining motor vehicle log book
- Preparing vehicle performance forms and daily paper work.
- Performing vehicle daily inspection such as checking fluid level and tire pressure
- Checking roadworthiness of all institutional vehicles
- Coordinating with fleet management on vehicle maintenances
- Conducting periodic audit on vehicle tools
- Conducting delivery of staff to various destinations
- Analyzing the delivery address, determining appropriate routes and maintaining schedule
- Performing any other tasks as assigned from time to time

Qualifications and work experience

- A minimum certificate of MSCE
- Valid clean driving license
- 2 years-experience in a busy institution

Mode of Application

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

The Director
Malawi Legal Aid Bureau
1st Floor Shire Building, Off Paul Kagame Road,
P.O. Box 675,
Lilongwe.
Or Email to: info@legalaidbureau.org

All applications should reach the Director not later than 5:00 pm on 16th May, 2023.