



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:

<b>Vacancy Number</b>	:	<b>LAB/1/23</b>
<b>Title</b>	:	<b>Principal Legal Aid Advocate (2 Posts)</b>
<b>Grade</b>	:	<b>Grade G</b>
<b>Responsible to</b>	:	<b>Chief Legal Aid Advocate</b>
<b>Salary</b>	:	<b>Salary range of Grade G in the Legal Aid Bureau</b>
<b>Duty Stations</b>	:	<b>Lilongwe and Zomba</b>

#### **Duties and responsibilities**

- Representing persons of insufficient means in civil or criminal matters before Malawi Supreme Court of Appeal, the High Court of Malawi and Subordinate Courts thereto and any other Tribunal
- Supervising the provision of legal aid services by other legal aid officers under him or her
- Providing overall leadership and strategic direction in managing Regional Legal Aid offices
- Assisting in appraising staff working under him/her
- Providing legal aid advice and assistance to persons of insufficient means
- Preparing quality technical monthly and quarterly reports on services provided and the performance of service providers highlighting process, success, challenges and suggestions on how to deal with challenges in order not to compromise quality of services being provided to the clients and communities
- Liaising with human rights, gender advocacy, child development and other sectoral and multi-sectoral organisations at program level to solicit or share information regarding legal aid services and requirements
- Carrying out any related tasks that the immediate supervisor may from time-to-time reasonably request

#### **Qualifications and other Requirements:**

- Bachelor of Laws Degree from a recognized accredited University
- Admitted to the Malawi Bar

- At least three (3) years' experience as a legal practitioner in both civil and criminal matters

**Vacancy Number** : **LAB/2/23**  
**Title** : **Senior Legal Aid Advocate (8 posts)**  
**Grade** : **Grade H**  
**Reporting to** : **Principal Legal Aid Advocate**  
**Salary** : **Salary range of Grade H in the Legal Aid Bureau**  
**Duty Stations** : **Lilongwe, Blantyre, Zomba and Mzuzu**

**Duties and responsibilities**

- Supervising the provision of legal aid services by other Legal Aid officers
- Representing people of insufficient means in Civil or Criminal matters before Malawi Supreme Court of Appeal, the High Court of Malawi and Subordinate Courts thereto any other tribunal
- Assessing clients' statement and advice on the merit of the cases before representation process can begin
- Providing other legal aid services including legal advice and assistance to persons of insufficient means
- Assisting in appraising Legal Aid officers and other staff working under him/her
- Carrying out any related tasks assigned from time-to-time as reasonably requested by supervisor

**Qualifications & Experience**

- Bachelor of Laws Degree from a recognized university
- Admitted to the Malawi Bar
- At least one (1) year experience as a legal practitioner in both civil and criminal matters.

**Vacancy Number** : **LAB/3/23**  
**Title** : **Human Resource Management Officer (1 post)**  
**Grade** : **Grade I**  
**Reporting to** : **Principal Human Resource Management Officer**  
**Salary** : **Salary range of Grade I in the Legal Aid Bureau**  
**Duty Station** : **Zomba**

**Duties and responsibilities**

- Planning and Coordinating recruitment and selection of staff
- Maintaining the Bureau's Authorized Establishment
- Coordinating disciplinary matters
- Advising and coordinating the Performance Management System, facilitating annual reviews of staff work performance, act as a conduit for any staff issues and negotiate staff employment conditions within agreed budgets
- Planning and coordinating training of staff
- Advising Management on Human Capital forecasts (planning, succession and career plans) to ensure right skills and competencies

- Participating in the development and implementation of sound HR policies and systems
- Monitoring changes in the employment law and how they affect conditions of service and make appropriate recommendations to management
- Developing consistent HR policies and strategies relating to remuneration, retention, employee welfare, health and safety, performance management, succession, and other HR matters that arise
- Developing effective retention and succession strategies and facilitating leadership and development training
- Carry out such other duties as may be required

#### **Qualifications and work experience**

- Bachelor Degree in Human Resource Management from a recognised accredited university
- A minimum of 2 years' experience in a busy institution

**Vacancy Number** : **LAB/4/23**  
**Title** : **Monitoring and Evaluation Officer (1 post)**  
**Grade** : **Grade I**  
**Reporting to** : **Principal Planning Officer**  
**Salary** : **Salary range of Grade I in the Legal Aid Bureau**  
**Duty Station** : **Lilongwe**

#### **Duties and responsibilities**

- Assisting in the revision of the project log frame matrix, particularly in the areas of performance indicators and their measurement
- Assisting in the development and/or finalization of the project Work Plan and keeping it updated in accordance with project activities and timeframes as relevant
- Reviewing the quality of existing data in the project subject areas, the methods of collecting it, and the degree to which it will provide good baseline statistics for impact evaluation
- Developing baseline data for each project component and for all project indicators
- Developing a plan for project-related capacity-building on M&E and for any computer-based support that may be required
- Collecting data on a regular basis to measure achievement against the performance indicators
- Maintaining and administering the M&E database; analysing and aggregating findings
- Producing reports on M&E findings and preparing presentations based on M&E data as required
- Perform other related duties as may be assigned from time to time

### **Qualifications requirements**

- Degree in Social Sciences/ Economics/ statistics/ M & E or any related field from recognised accredited University
- Advanced certificate in M&E will be added advantage
- Minimum of two (2) years of professional experience in M&E

**Vacancy Number** : **LAB/5/23**  
**Title** : **Assistant Internal Auditor (2 posts)**  
**Grade** : **Grade K**  
**Reporting to** : **Internal Auditor**  
**Salary** : **Salary range of Grade K in the Legal Aid Bureau**  
**Duty Stations** : **Zomba and Mzuzu**

### **Duties and responsibilities**

- Assisting Internal Auditor in the implementation of a strong system of internal controls
- Assisting Internal Auditor in the development of a risk profile for the Bureau and the preparation of an annual audit plan.
- Assisting in the undertaking of surprise cash audits as required
- Assisting in the analysis and evaluation of the accuracy of accounting systems and procedures
- Working with Internal Auditor in preparing audit working papers in accordance with standards and requirements
- Providing support to the Internal Auditor in the review of accounting systems and controls to be in line with standards and the relevant legislation
- Conducting research on policies and procedures regarding the safeguarding of assets to inform the decision making process
- Checking and verifying the accuracy and integrity of accounting ledgers
- Assists the Internal Auditor in the review of new operational systems prior to implementation
- Assisting in the preparation of reports on audit exercises and submitting with recommendations in accordance with requirements
- Assisting in the follow-up of management's responses to audit recommendations
- Performing any other duties related to the job function as may be assigned by the Internal Auditor

### **Qualifications and work experience**

- Diploma in Internal Auditing with a minimum of 2 years' professional experience
- Bachelor of Commerce in Internal Auditing with a minimum of 1-year experience will be an added advantage

**Vacancy Number** : **LAB/6/23**  
**Title** : **Assistant Procurement Officer (2 posts)**  
**Grade** : **Grade K**  
**Reporting to** : **Procurement Officer**  
**Salary** : **Salary range of Grade K in the Legal Aid Bureau**  
**Duty Stations** : **Zomba and Mzuzu**

### **Duties and responsibilities**

- Preparing and processing of requisitions and purchase order for supplies, services works and equipment
- Maintaining records of goods, services and works ordered, received or completed
- Negotiating with suppliers in procurement transactions
- Performing simple evaluation of quotations and bids
- Preparing evaluation reports
- Checking the quality of goods and services before purchasing
- Participating in the evaluation and selection of bidders
- Any other duties as assigned by superiors from time to time

### **Qualification and other requirements**

- Diploma in Purchasing and Supplies
- Degree in Supply Chain and Procurement will be an added advantage
- At least 2 years' experience in a busy organisation

<b>Vacancy Number</b>	:	<b>LAB/7/23</b>
<b>Title</b>	:	<b>Information Technology Technician (3 posts)</b>
<b>Grade</b>	:	<b>Grade K</b>
<b>Reporting to</b>	:	<b>Systems Analyst</b>
<b>Salary</b>	:	<b>Salary range of Grade K in the Legal Aid Bureau</b>
<b>Duty Stations</b>	:	<b>Mzuzu, Zomba and Blantyre</b>

### **Duties and responsibilities**

- Installing and configuring hardware and software components to ensure usability
- Troubleshooting hardware and software issues
- Ensuring electrical safety standards are met
- Repairing or replacing damaged hardware
- Upgrading the entire system to enable compatible software on all computers
- Installing and upgrading anti-virus software to ensure security at the user level
- Performing tests and evaluations of new software and hardware
- Providing support to users and being the first point of contact for error reporting
- Conducting daily backup operations
- Managing technical documentation
- Performing any other related duties assigned from time to time by relevant officers

### **Qualification and experience**

- Diploma in Information systems/Computer Science or relevant related field from recognised accredited university
- Bachelor's degree in the above related fields will be an added advantage
- A minimum of 1 year experience in computer networks, systems administration and maintenance

- A+ or Cisco Certified Network Associate accreditation is also an added advantage

**Vacancy Number** : **LAB/8/23**  
**Title** : **Senior Clerical Officers (6 posts)**  
**Grade** : **Grade L**  
**Reporting to** : **Assistant Human Resource Management Officer**  
**Salary** : **Salary range of Grade L in the Legal Aid Bureau**  
**Duty Stations** : **Chiradzulu, Chikwawa, Ntchisi, Thyolo, Neno and Nkhata Bay**

#### **Duties and responsibilities**

- Ensuring proper maintenance of personnel records
- Maintaining up to date employee records in hardcopy files and ensure the files are complete and required documentation is maintained in a confidential and secure manner
- Maintaining personal files and ensuring that the respective Human Resources policies have been read and signed by staff for records
- Updating the attendance Register on a monthly basis
- Monitoring staff attendance activities
- Assist in resolving all staff queries in line with Legal Aid Bureau HR Policies and condition of services
- Supervising the office cleaners and monitoring cleaning offices
- Assist in Initiating matters relating to confirmation in appointment, retiring of staff
- Assist in controlling use of motor bikes or vehicles and arranging for service or repair
- Managing, monitoring and controlling utility bills
- Performing any other related duties assigned from time to time by supervisor

#### **Qualifications and experience**

- Certificate in Business Management or related field
- A Diploma in Business Management will be an added advantage
- At least 1 year experience in a busy organisation

**Vacancy Number** : **LAB/9/23**  
**Title** : **Head Messenger (1 post)**  
**Grade** : **Grade O**  
**Reporting to** : **Assistant Human Resource Management Officer**  
**Salary** : **Salary range of Grade O in the Legal Aid Bureau**  
**Duty Station** : **Lilongwe**

#### **Duties and responsibilities**

- Filing court documents as instructed by Legal Aid Advocates
- Serving court orders and process such as summons and subpoenas
- Locate persons or firms to be served
- Making sure that offices are clean

- Carrying out any other related duties assigned from time to time by officers

### **Qualification and experience**

- Malawi School Certificate of education (MSCE)
- At least 1 year experience

**Vacancy Number** : LAB/10/23  
**Title** : Process Servers (5 posts)  
**Grade** : Grade P  
**Reporting to** : Assistant Human Resource Management Officer  
**Salary** : Salary range of Grade P in the Legal Aid Bureau  
**Duty Stations** : Chiradzulu, Chikwawa, Ntchisi, Neno and Nkhata Bay

### **Duties and responsibilities**

- Filing and serving court process
- Collecting mail from the post office
- Collecting files from office and deliver them to the officers concerned
- Cleaning the offices
- Making tea for Officers
- Registering in and outgoing mail
- Keeping keys for offices
- Any other duties assigned by the Officers

### **Qualification and experience**

- Malawi School Certificate of Education (MSCE)
- At least 1 year experience

### **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 post address:

The Director  
Malawi Legal Aid Bureau  
1<sup>st</sup> 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 Friday 4<sup>th</sup> August, 2023.***