



VACANCY

The Malawi Legal Aid Bureau, established under the Legal Aid Act of 2011, 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:

Vacancy Number	:	LAB/1/25
Title	:	Senior Clerical Officer (1 post)
Grade	:	Grade L
Reporting to	:	Assistant Human Resource Management Officer
Salary	:	Salary range of Grade L in the Legal Aid Bureau
Duty Station	:	Dedza

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
- Supervising the office cleaners and monitoring cleaning offices
- Managing, monitoring and controlling utility bills
- Assisting in resolving all staff queries in line with Legal Aid Bureau HR Policies and condition of services
- Assisting in Initiating matters relating to confirmation in appointment, retiring of staff
- Assisting in controlling use of motor bikes or vehicles and arranging for service or repair
- Assisting with accounting tasks such as collecting and depositing financial contributions, petty cash management and reconciliations
- Performing any other related duties assigned from time to time by supervisor

Qualifications and experience

- Diploma in Business Management or related field
- At least 1 year experience in a busy organisation

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
1st Floor Shire Building, Off Paul Kagame Road,
P.O. Box 675,
Lilongwe.

All applications should reach the Director not later than 4:30 pm on Thursday 11th September, 2025.