



MALAWI BUREAU OF STANDARDS

Promoting Standardization and Quality Assurance in Malawi

Vacancies

The Malawi Bureau of Standards (MBS) is a Statutory Organization established in 1972 by an Act of Parliament (Cap. 51: 02; revised 2012) with a mandate to promote standardization of commodities and their manufacture, production processing or treatment and to provide for the verification and calibration of weighing and measuring instruments; and further to provide for matters incidental to or connected with standardization.

To beef up its operations; the MBS seeks to recruit the services of suitably qualified individuals to fill the following positions tenable at its Head Office in Blantyre. Applications are therefore invited from suitably qualified candidates to fill the vacant positions.

The Malawi Bureau of Standards is inviting applications from suitably qualified persons to fill existing vacancies as follows:

1. Standards Officer - Food and Agriculture – (Grade BS6) - One post

Job Purpose - To write standards

Reporting to: Senior Standards Officer (Food and Agriculture)

Main Duties

The standards Officer shall be responsible for:

- 1) Registering New Standardization work items;
- 2) Conducting information search pertaining to Standards writing activities;
- 3) Preparing draft standards for consideration by Technical committee;
- 4) Organizing Technical Committee meetings;
- 5) Providing secretarial services to Technical Committee meetings;
- 6) Reviewing Malawi Standards to keep them up to date with current trends;
- 7) Preparing and submitting draft standards to Standards Policy Advisory Committee (SPAC);
- 8) Preparing progress reports on quarterly basis;
- 9) Facilitating SPS issues;
- 10) Updating TC Membership;
- 11) Advising SSO on matters pertaining to Standards development; and
- 12) Participating in regional and international Standardization programs.

Qualifications and Attributes

- (a) At least a Bachelor's degree in any Food Science, Food Technology, Agriculture, or any similar natural science field.
- (b) At least two years' work experience;
- (c) Good communication skills (both written and oral);
- (d) Excellent computer knowledge;
- (e) Should be able to write and present scientific papers.

2. Standards Officer - Chemical and Textiles (Grade BS6) – One post

Job Purpose: To write standards

Reporting: Senior Standards Officer (Chemicals and Textiles)

Main Duties

The Standards Officer shall be responsible for:

- 1) Conducting information search pertaining to Standards writing activities;
- 2) Preparing draft standards for consideration by Technical committees;
- 3) Organizing Technical Committee meetings;
- 4) Providing secretarial services to Technical Committee meetings;
- 5) Reviewing Malawi standards to keep them up to date with current trends;
- 6) Preparing progress reports on quarterly basis;
- 7) Facilitating World Trade Organization issues;
- 8) Updating Technical Committee Membership;
- 9) Advising Senior Standards Officer on matters pertaining to Standards development;
- 10) Participating in regional and international Standardization programs.

Qualifications and Attributes

At least a Bachelor's Degree in Chemistry or any related natural science field;

- (a) At least two years' work experience;
- (b) Good communication skills (both written and oral);
- (c) Excellent computer knowledge;
- (d) Should be able to write and present scientific papers.

3. Standards Officer – Engineering and Materials – (Grade BS6) - One post

Job Purpose - To write standards

Reporting to: Senior Standards Officer (Engineering and Materials)

Main Duties

The Standards Officer shall be responsible for:

- 1) Registering New Standardization work items;
- 2) Conducting information search pertaining to Standards writing activities;
- 3) Preparing draft standards for consideration by Technical committees;
- 4) Organizing Technical Committee meetings;
- 5) Providing secretarial services to Technical Committee meetings;
- 6) Reviewing Malawi Standards to keep them up to date with current trends;
- 7) Preparing progress reports on quarterly basis;
- 8) Implementation of activities relating to the TBT Agreement of the WTO;
- 9) Updating Technical Committee Membership;
- 10) Advising Senior Standards Officer on matters pertaining to Standards development;
- 11) Participating in regional and international Standardization programs.

Qualifications and Attributes

- (a) At least a Bachelor's degree in Civil Engineering or any related field.
- (b) At least two years' work experience;
- (c) Good communication skills (both written and oral);
- (d) Excellent computer knowledge;
- (e) Should be able to write and present scientific papers.

4. Assistant Procurement Officer (Grade BS8) - One post

Job Purpose - To process the procurement of goods and services

Reporting to: Procurement Officer

Main Duties

The Assistant Procurement Officer shall be responsible for:

- 1) Receiving approved purchase requisitions from all departments;
- 2) Preparation of RFQs for goods, works and services;
- 3) Raising Local purchase orders;
- 4) Summarising quotes for IPDC review;
- 5) Assisting in the compilation of quarterly reports for submission to PPDA;
- 6) Filing procurement documentation;
- 7) Processing General stores items for monthly distribution;
- 8) Processing all invoices for payment;
- 9) Assisting with all the duties of the duties of the Procurement Officer while away;

Qualifications and Attributes

- (a) CIPS Level 6 Diploma in Procurement and Supply;
- (b) At least two years' work experience.

Mode of Application

Applications with an up-to-date CV, copies of relevant certificates, names and addresses of three (3) traceable referees should be addressed to:

The Director General
Malawi Bureau of Standards
P O Box 946
BLANTYRE

Applications to be received by 25th April 2022

Note: Malawi Bureau of Standards is an equal opportunity employer and females are encouraged to apply.