



**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) 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 matter incidental to or connected with standardization.

The MBS is inviting applications from suitably qualified and interested persons to fill the following vacancies:

### **1. Vac. No. BS/1/2023-24**

**Job Title** : Legal Metrology Officer (2 Posts) - Blantyre and Mzuzu  
**Grade** : BS 6  
**Reporting to** : Senior Legal Metrology Officer

#### **Job Purpose**

To ensure the effective and efficient verification of weighing and measuring equipment.

#### **Key Roles and Responsibilities**

1. Facilitating the verification of weighing and measuring instruments;
2. Planning verification and inspection trips;
3. Supervising Senior Legal Metrology Technicians;
4. Maintaining accuracy of legal metrology working standards;
5. Initiating legal proceedings against contraveners of the Metrology Act;
6. Verifying working standards;
7. Keeping and updating records for verification equipment;
8. Initiating maintenance of equipment;
9. Compiling weekly progress reports; and
10. Appraising the performance of Senior Legal Metrology Technicians.

#### **Required Qualifications**

Applicants must possess the following minimum academic and professional qualifications and experience:

- (a) A Bachelor of Science Degree in Physics/Engineering/Technical Education/Metrology;
- (b) At least 3 years' practical experience in a related field.

## **2. Vac. No. BS/4/2023-24**

**Job Title** : Industrial Metrology Officer  
**Grade** : BS 6  
**Reporting to** : Senior Industrial Metrology Officer

### **Job Purpose**

To ensure effective and efficient implementation of industrial metrology activities.

### **Key Roles and Responsibilities**

1. Supervising Senior Industrial Metrology Technicians;
2. Facilitating the calibration of weighing and measuring instruments;
3. Planning calibration trips;
4. Maintaining accuracy of working standards;
5. Creating and maintaining equipment files for measuring and test equipment requiring calibration;
6. Drafting reminder letters to clients on equipment due for calibration;
7. Keeping and updating records for calibrated equipment;
8. Initiating maintenance of equipment;
9. Compiling weekly progress reports; and
10. Appraising the performance of Senior Industrial Metrology Technicians.

### **Required Qualifications**

Applicants must possess the following minimum academic and professional qualifications and experience:

- (a) A Bachelor of Science Degree Metrology/Physics/Engineering/ Technical Education;
- (b) At least 3 years' practical experience in a related field.

## **3. Vac. No. BS/6/2023-24**

**Job Title** : Asset Management Officer  
**Grade** : BS 6  
**Reporting to** : Senior Administration Officer  
**Responsible for** : Maintenance Supervisor

### **Job Purpose**

To manage and maintain physical assets of the Bureau.

## **Key Roles and Responsibilities**

1. Provide leadership in managing physical assets of the Bureau;
2. Producing plans for maintenance of estates in the MBS;
3. Coordinating landscape architecture waste management space management and building services;
4. Scheduling the maintenance of estates;
5. Managing outsourced services for both maintenance of estates and facilities;
6. Managing infrastructure and related improvements;
7. Assessing and certifying completed works;
8. Preparing product specifications and Terms of Reference for construction works and services;
9. Preparing bills of qualities for budget estimates for estates development and maintenance works;
10. Preparing infrastructure and maintenance reports;
11. Managing relationship with external stakeholders;
12. Appraising and mentoring staff in the Section.

## **Required Qualifications**

Applicants must possess the following minimum academic and professional qualifications and experience:

- (a) A Bachelor's Degree in Estates Management, Physical Planning, Property Management, Quantity Surveying, Architectural Studies or relevant field;
- (b) At least 3 years' experience in the relevant field;
- (c) Registration with relevant professional body.

## **4. Vac. No. BS/25/2023-24**

**Job Title** : Communications Officer  
**Grade** : BS 6  
**Reporting to** : Public Relations Officer

### **Job Purpose**

To inform and solicit views from the Bureau's general public and various stakeholders.

## **Key Roles and Responsibilities**

1. Planning, writing, editing and production of content for a variety of internal and external communication channels (intranet, web portal, newsletters, and virtual meetings);
2. Maintaining digital media archives including photos and videos;
3. Ensuring that organizational initiatives and projects are successfully supported and communicated to staff and key external stakeholders;

4. Developing and implementing MBS communication, stakeholder and change management strategies and measuring their effectiveness;
5. Developing program management schedule to ensure news and events are current and reflect MBS Strategic direction;
6. Monitoring trends in social media tools, applications, channels, designs and strategy to ensure that MBS stays ahead of the curve;
7. Ensuring that all communications and marketing material align with brand standards;
8. Tracking analytics and creating reports detailing successes and failures of communications campaigns;
9. Responding to media inquiries and performing media outreach to achieve brand placement in publications;
10. Editing, managing and delivering the quarterly bulletins and newsletters and related communications for MBS including daily MBS mobile phone WhatsApp platform;
11. Preparing and distributing electronic communications including e-promotional materials, e-invites and information updates for MBS events and activities.

**Required Qualifications**

Applicants must possess the following minimum academic and professional qualifications and experience;

- a) A Bachelor’s Degree in Mass Communication/Journalism/Education or related field;
- b) At least 3 years’ experience in a related field.

**5. Vac. No. BS/8/2023-24**

**Job Title** : Legal Metrology Technician  
**Grade** : BS 8  
**Reporting to** : Senior Legal Metrology Technician

**Job Purpose**

To facilitate the effective and efficient verification of weighing and measuring equipment.

**Key Roles and Responsibilities**

1. Verifying weighing instruments, weights and measures;
2. Checking trader’s compliance to the requirements of the Metrology Act;
3. Preparing weekly progress reports;
4. Registering equipment submitted for verification;
5. Making sure that standards and testing equipment are kept in a clean condition all the time;
6. Calibrating and repairing of all types of test, measurement and diagnostic

- equipment;
- 7. Documenting and maintaining records to meet quality standards and expectations;
- 8. Completing facility documentation including calibration data sheets.

**Required Qualifications**

Applicants must possess the following minimum academic and professional qualifications and experience:

- (a) A Diploma in Engineering;
- (b) At least 2 years' practical experience in a related field.

**6. Vac. No. BS/28/2023-24**

**Job Title** : Industrial Metrology Technician  
**Grade** : BS 8  
**Reporting to** : Senior Industrial Metrology Technician

**Job Purpose**

To conduct the calibration of weighing and measuring equipment and machines.

**Key Roles and Responsibilities**

- 1. Calibrating weighing instruments, weights and measuring instruments in compliance to the requirements of ISO 17025;
- 2. Advising clients on equipment not fit for use;
- 3. Registering equipment submitted for calibration;
- 4. Keeping standards and testing equipment clean;
- 5. Reporting any equipment/instrument fault to Senior Industrial Metrology Technician;
- 6. Replacing, repairing, cleaning equipment and facility utilities as needed;
- 7. Setting up standard and specialized laboratory equipment to test, evaluate and calibrate other measuring and test equipment;
- 8. Disassembling measuring and testing equipment to inspect components for defect;
- 9. Aligning, repairing, and replacing component parts and circuitry; and
- 10. Collecting data for the preparation of weekly progress reports;

**Required Qualifications**

Applicants must possess the following minimum academic and professional qualifications and experience;

- (a) A Diploma in Engineering;
- (b) At least 2 years' practical experience in a related field.

## **7. Vac. No. BS/30/2023-24**

**Job Title** : Quality Monitoring Technicians (6 posts)  
(Muloza, Mwanza, Songwe and Dedza)

**Grade** : BS 8

**Reporting to** : Senior Quality Monitoring Technician

### **Key Roles and Responsibilities**

1. Registering of inspection requests;
2. Conducting industrial quality audits for product certification based on national and international requirements;
3. Providing technical advice to the Senior Quality Monitoring Services Technician (Inspection and Sampling) on matters pertaining to inspection and sampling of products;
4. Inspecting and sampling of products;
5. Handling of all samples;
6. Managing records related to inspection and sampling; and
7. Conducting quality monitoring market surveys.

### **Required Qualifications**

Applicants must possess the following minimum academic and professional qualifications and experience;

- a) A Diploma in Natural Sciences or Engineering.
- b) At least 2 years' industrial experience in quality assurance.

## **8. Vac. No. BS/9/2022-23**

**Job Title** : Certification Technician (Factory Audits) 2 Posts

**Grade** : BS 8

**Reporting to** : Senior Certification Technician

### **Job Purpose**

To ensure efficient and effective execution and implementation of Factory quality audits.

### **Key Roles and Responsibilities**

1. Conducting factory quality audits according to schedules;
2. Receiving, verifying and registering certification samples;
3. Retrieving certification samples, results and reports;
4. Initiating the distribution of certification sample laboratory test results;
5. Compiling data for drafting factory quality audit reports;

6. Initiating the development of work procedures, guidelines and instructions;
7. Conducting industrial quality audits;
8. Carrying out market surveillances;

**Required Qualifications**

Applicants must possess the following minimum academic and professional qualifications and experience:

- a) A Diploma in Natural Sciences or Engineering.
- b) At least 2 years' industrial experience.

**9. Vac. No. BS/12/2023-24**

**Job Title** : Laboratory Technician (Instrument Support)  
**Grade** : BS 8  
**Reporting to** : Scientific Officer (Electronics)

**Job Purpose**

To generate analytical data.

**Key Duties and Responsibilities**

1. Diagnosing general condition of faulty equipment received from clients;
2. Repairing and maintaining equipment;
3. Calibrating equipment;
4. Preparing periodic reports;
5. Installing laboratory equipment;
6. Training users in correct usage of laboratory equipment;
7. Carrying out inspections and testing of imported electrical and electronic equipment;
8. Appraising the performance of Senior Laboratory Assistants.

**Required Qualifications**

Applicants must possess the following minimum academic and professional qualifications and experience:

- (a) A Diploma in Electrical and Electronics Engineering obtained from a recognized institution;
- (b) At least 2 years' practical experience in Electrical and Electronics Engineering field or a Bachelor's Degree in Electrical and Electronics Engineering obtained from a recognized institution plus at least 1 year practical experience in a similar field.

## 10. Vac. No. BS/13/2023-24

**Job Title** : Maintenance Supervisor  
**Grade** : BS 8  
**Reporting to** : Asset Management Officer  
**Responsible for** : Electrician and Plumber

### **Job Purpose**

To manage and maintain physical assets of the Bureau.

### **Key Duties and Responsibilities**

1. Overseeing the day-to-day operations of physical assets management section;
2. Performing a variety of maintenance activities as and when needed;
3. Supervising artisans under charge;
4. Coordinating the installation maintenance and repair of electrical plumbing ventilation and other building systems;
5. Ensuring that repair materials are in custody all the time;
6. Making requests for tools and consumables for repair maintenance and installation works;
7. Conducting performance for staff under charge.

### **Required Qualifications**

Applicants must possess the following minimum academic and professional qualifications and experience:

- (a) A Diploma in General Fitting or Electrical/City and Guilds or Joinery;
- (b) At least 3 years' practical experience in related field.

## 11. Vac. No. BS/7/2023-24

**Job Title** : ICT Technician (2 posts)  
**Grade** : BS 8  
**Reporting to** : Senior ICT Technician

### **Job Purpose**

To provide ICT support services

### **Key Roles and Responsibilities**

1. Maintaining and repairing of IT hardware and software;
2. Installing and updating of hardware and software;
3. Trouble shooting network system and solving hardware/software errors;
4. Maintaining an efficient and effective email and internet access;
5. Identifying of IT needs in each financial year;



6. Designing and typesetting small jobs submitted for processing;
7. Assisting users in backing up user systems and data files;
8. Servicing and cleaning up computer viruses periodically;
9. Training and assisting users in proper usage of ICT equipment;
10. Maintaining a register on IT services rendered to users including; replacement of parts of IT equipment;
11. Preparing quarterly reports;
12. Preparing individual work plan;
13. Providing input to the budget.

**Required Qualifications**

Applicants must possess the following minimum academic and professional qualifications and experience:

- (a) Diploma in Computing or Computer Science, Information & Communication Technology, or Information Systems, Information Management;
- (b) At least 2 years' experience in related field.

**12. Vac. No. BS/17/2023-24**

**Job Title** : Electrician  
**Grade** : BS 9  
**Reporting to** : Maintenance Supervisor

**Job Purpose**

To manage and maintain physical assets of the Bureau.

**Key Duties and Responsibilities**

1. Examining, repairing and servicing faulty electrical equipment in the Bureau;
2. Ensuring the availability of spare parts in variety and quantities adequate for continuous operation of all electrical systems;
3. Managing all tasks of electrical installations;
4. Inspecting plant machinery and making recommendations to Management for rectification of any anticipated machine failure of faults;
5. Testing electrical equipment before re-installation;
6. Generating report to management for all maintenance activities;
7. Recording and producing summery reports of equipment status and maintenance checklist, detailing any environmental issues whether related to installation modification;
8. Verifying standards and quality in the installation of new plant equipment done in the Bureau by other contractors.

### **Required Qualifications**

Applicants must possess the following minimum academic and professional qualifications and experience:

- (a) A Diploma in Electrical Engineering; or Grade 1 City and Guilds
- (b) Certificate in Electrical Engineering;
- (c) At least 2 years' experience in related field.

### **13. Vac. No. BS/18/2023-24**

**Job Title** : Plumber  
**Grade** : BS9  
**Reporting to** : Maintenance Supervisor

#### **Job Purpose**

To provide plumbing services.

#### **Key Roles and Responsibilities**

1. Undertaking routine and planned piped water maintenance works in compliance with standards;
2. Marking frequently bursting pipes within the area and arranging for replacement of the same;
3. Following water board bye-laws in any undertaking to replace water systems;
4. Making inquiries to water suppliers on matters related to water supply aspects;
5. Monitoring water resource utilization in the Bureau;
6. In liaison with water suppliers, implementing a water system replacement programs;
7. Preparing daily work reports for management.

#### **Required Qualifications**

Applicants must possess the following minimum academic and professional qualifications and experience:

- (a) A level 3 TEVET or City and Guilds Grade 1 in Plumbing;
- (b) At least 2 years' relevant experience.

## **14. Vac. No. BS/15/2023-24**

**Job Title** : Motor Vehicle Drivers (2 posts)  
**Grade** : BS11  
**Reporting to** : Senior Assistant Administration Officer

### **Job Purpose**

To drive MBS motor vehicles.

### **Key Roles and Responsibilities**

1. Driving vehicles on official errands;
2. Loading or unloading baggage, documents or goods;
3. Maintaining log books for each trip, daily mileage, fuel consumption, oil changes and greasing;
4. Reporting vehicle breakdowns or accidents following the laid down steps;
5. Maintaining schedules of Road Tax, COF and Insurance for vehicles and informing administration when renewal is due;
6. Carrying routine and day to day care and minor maintenance of official vehicles;
7. Performing any other duties relevant to the post.

### **Required Qualifications**

Applicants must possess the following qualifications and experience:

- (a) Malawi School Certificate of Education (MSCE); Plus
- (b) A valid Driving Licence ( Category P.G);
- (c) At least 4 years' experience as a Driver.

### **Mode of Application**

The Bureau is an equal opportunity employer and female candidates are particularly encouraged to apply. The Bureau is committed to the promotion of merit, fairness, equity, honesty, integrity, impartiality and professionalism. As such, any form of canvassing is not allowed and any candidate involved of any kind shall be disqualified.

Interested persons who meet the above specifications should submit a written application letter together with copies of relevant certificates, detailed current Curriculum Vitae, names and contact details of three traceable referees, in a sealed envelope clearly marked on top with post being applied for before close of business on 11<sup>th</sup> October, 2023 to:

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