



MALAWI BUREAU OF STANDARDS

Promoting Standardization and Quality Assurance in Malawi

VACANCIES

BACKGROUND

The Malawi Bureau of Standards (MBS) is a statutory organization established in 1972 by an Act of Parliament (Cap 51:02 of the Laws of Malawi), with a mandate to promote metrology, standardization and quality assurance of commodities and of their manufacture, production, processing or treatment; and further to provide for matters incidental to, or connected with standardization. The MBS is also mandated to provide metrology services which involve verification of weighing and measuring instruments undertaken through the implementation of the Metrology Act (Act No. 10 of 2016).

In order to fulfill its mandate effectively and efficiently with strategic leadership and management, an opportunity has arisen to engage qualified persons of Malawian origin to fill Management positions of Director of Metrology Services and Director of Finance tenable at its Head Office in Blantyre. The MBS Board therefore invites applications from suitable candidates to fill the positions on a three (3) year employment contract, which is subject for renewal upon satisfactory performance.

These are highly demanding positions that require persons who have demonstrable capacity to initiate administrative, managerial and technical innovations geared at making MBS a vibrant service organization.

1. DIRECTOR OF METROLOGY SERVICES

Grade : BS 3

Reporting to : Director General

Job Purpose

To provide strategic direction for effective and efficient delivery of metrology services.

Key Responsibilities of the Position

- a) Formulating in consultation with public and private sector agencies, policies and reviews of legislation on metrological activities and requirements;
- b) Ensuring that metrology standards are maintained and are traceable to international standards;
- c) Developing annual work plans, budgets, fees schedules and procedures for the Department;
- d) Ensuring implementation of annual work plans, budgets, fees schedules and procedures for the Department;
- e) Monitoring the performance of the Department;
- f) Determining appropriate human and material resource levels for the Department;
- g) Providing a leading role in directing research on measurement standards;
- h) Acting as a liaison officer for international metrological organizations and accreditation institutions;
- i) Implementing and maintaining the requirements of MS-ISO 17025 for Laboratory Accreditation;
- j) Consolidating progress reports on the activities of the Department;
- k) Endorsing certification on calibration and verification; and
- l) Appraising performance of Deputy Directors and the Secretary.

Academic and Professional Qualifications

Applicants should possess:

- a) Masters Degree in Metrology/Physics/Engineering.
- b) At least 6 years' practical experience at managerial level with knowledge in Standardization, Quality Assurance, Accreditation and Metrology issues.

Required Competencies and Personal Attributes

The ideal candidate for the position must:

- a) Demonstrate leadership skills and analytical mind;
- b) Be able to lead and motivate various scientific teams in the area of Quality Assurance;
- c) Have self-drive and excellent communication ;
- d) Be able to coordinate various research and training programmes in quality assurance;
- e) Be conversant with quality assurance procedures;

- f) Must have a clean driver's license;
- g) Have good leadership and team building skills;
- h) Be results oriented;
- i) Be decisive, self-motivated and assertive;
- j) Have excellent interpersonal skills and able to deal with a diverse workforce;
- k) Be of high integrity; and
- l) Have excellent negotiating and analytical skills.

2. DIRECTOR OF FINANCE

Grade : BS 3

Reporting to : Director General

Job Purpose

To have an overall responsibility for prudent financial management of the Bureau

Key Responsibilities of the Position

- a) Providing strategic financial leadership to the Bureau to ensure that it achieves its objectives.
- b) Controlling and enforcing financial management procedures;
- c) Implementing a system of accounting and financial controls that comply with Public Finance management policies and standards and financial regulations;
- d) Ensuring that all financial, corporate, legal requirements and obligations are complied with and consistently applied;
- e) Taking lead in consolidating the Bureau's budgets and forecasts for Bureau's approval;
- f) Reviewing final accounts and engaging external auditors to conduct audits as and when they are due;
- g) Ensuring a close working relationships with any external auditors that may be appointed to prepare opinions, assist them access data and information required for effective and efficient audit in order to produce audit reports in time.
- h) Producing additional financial information and reports for management decision;
- i) Developing, implementing and maintaining sound financial management and control systems, policies and procedures;
- j) Providing secretarial services to Finance and Audit Committee of the Bureau.
- k) Preparing final accounts and reports timely and presenting to the Bureau in liaison with the Director General.

- l) Participating in the recruitment, induction, performance appraisal, career management and other personnel administration for staff under charge.
- m) Producing monthly, quarterly and annual financial reports on the performance of the department for management information and decision making.
- n) Appraising the performance of the Deputy Director, Senior Accountants and Secretary;
- o) Supervising staff under charge to ensure that the department provides an acceptable level of financial, administration and management services support to core functions of the Bureau.

Academic and Professional Qualifications

Applicants should possess:

- a) Masters in Accounting/Finance/Commerce/Business Administration, PLUS relevant Bachelor's degree in Accounting or its equivalent from a recognizable institution and;
- b) A Chartered Professional Qualified with ACCA or CIMA plus
- c) At least 6 years' experience at senior level in Finance.
- d) Must be a member of ICAM.

TERMS AND CONDITIONS OF SERVICE

The MBS shall offer an attractive employee benefits package to the successful candidate in accordance with its emolument structure which includes salary, medical insurance and membership to a Contributory Pension Scheme.

METHOD OF APPLICATION

Those interested should submit their applications together with a detailed and updated Curriculum Vitae and names of three (3) traceable referees. The application should be sent to the address below not later than 19th January, 2024.

The Comptroller of Statutory Corporations
P.O. Box 30061
Capital City
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The MBS is an equal opportunity employer; therefore, qualified females are encouraged to apply. Only shortlisted candidates will be acknowledged.