



VACANCY ANNOUNCEMENTS

INTRODUCTION

The National Planning Commission (NPC) is an autonomous public institution that was created through an Act of Parliament in 2017 to coordinate the formulation of long and medium-term national development plans and oversee their implementation. NPC has since coordinated the successful formulation of the Malawi 2063 national vision and the Malawi 2063 First 10-Year Implementation Plan (MIP-1), among other plans, whose implementation it is currently overseeing.

To fulfill its mandate effectively and efficiently, an opportunity has risen within the institution to fill the positions of (1) Development Planning Officers (two), (2) Monitoring and Evaluation officer(one)

These are highly demanding positions that require persons that have demonstrable capacities and qualifications towards making the Commission a center of excellence in medium and long-term national development plans' implementation oversight. More importantly, the Commission seeks professionals that are motivated and enthusiastic about driving the new development narrative of 'wealth creation for all'.

In particular, those applying will be expected to demonstrate an understanding of the MW2063 and the MIP-1 as well as a passion to be part of the team operationalizing these plans.

The following are the required personnel and work-related traits for the positions:

1. DEVELOPMENT PLANNING OFFICERS (2)- GRADE NP5

Reporting to: Development Planning Manager

Purpose of the job:

Key Duties and Responsibilities

- ☐ Conduct economic analysis relevant to operational and policy issues in line with the Malawi 2063 and its operationalizing frameworks.
- ☐ Assisting the Commission in defining evidence-based solutions to economic challenges that arise in the development and execution of development plans at both central and decentralized levels.
- ☐ Conduct market assessments required in annual review of topical development issues.

- ☐ Analyse and present economic data in formats that is customized to various stakeholders including other staff, government decision-makers and non-state actors.
- ☐ Provide relevant macro and microeconomic training within the Commission and beyond staff as may be required.
- ☐ Support the Commission in executing its mandates as may be guided by management from time to time.

Minimum Academic and Professional Qualifications/Experience

- ☐ A minimum of Masters degree in economics, resource economics or other relevant discipline with 3 years post graduate experience in a development field.
- ☐ A graduate degree in public policy or related field will be considered only if training includes graduate theory coursework in microeconomics and econometrics.
- ☐ They should have a minimum of three years' experience in policy related position but applicants with extensive research experience in applied microeconomics will be considered.

2. MONITORING AND EVALUATION OFFICER (1) - GRADE NP 5

Reporting to: Monitoring and Evaluation Manager

Purpose of the job: To ensure technical expertise in developing and implementing the Monitoring and Evaluation framework, accountability and learning mechanisms.

Duties and Key Responsibilities

- ☐ Undertake monitoring and evaluation of medium and long term national development programmes and flagship projects; and performance outcome indicators for the Medium and Long Term National Development Plan expected outcomes;
- ☐ Document success stories, best practices, and lessons learned and share them with team members and other stakeholders to facilitate continued improvement and impact;
- ☐ Conduct the training and mentoring of stakeholders to enhance their understanding of the M&E framework for the medium term national development plans and long term vision.
- ☐ Contribute to preparation of periodic reports on implementation of medium and long term national development plans in liaison with relevant state and non-state actors
- ☐ Carry out periodic progress review meetings on implementation of medium and long term development plans;
- ☐ Cultivate strategic M&E partnerships and alliances on monitoring, evaluation and knowledge and learning with other national public and private institutions and key stakeholders.
- ☐ Support the Commission in executing its mandates as may be guided by management from time to time.

Minimum Academic and Professional Qualifications/Experience

A Minimum of Masters degree in Statistics, Economics or Social Sciences or other relevant discipline with 3 years post graduate experience in programme monitoring and evaluation.

Person Specifications

- ☐ Have strong analytical skills and experience in project monitoring and evaluation
- ☐ Strong skills in programme and projects reviews, evaluations and reporting in different format;
- ☐ Have wide experience in working with international cooperating partners and donors, the public and private sectors and non-governmental organisations;
- ☐ Have a good grasp of the determinants and challenges on implementation of the National Development Plan in Malawi and the growing demand for an effective and independent monitoring and evaluation frameworks;
- ☐ Have excellent oral communication, writing and negotiation skills; and
- ☐ Be computer literate and be able to apply various programmes and software.

TERMS AND CONDITIONS OF SERVICE

The Commission shall offer an attractive employee benefits package to successful candidates in accordance with its salary structure and commensurate with qualifications and experience.

METHODS OF APPLICATION

Candidates who meet the requirements should submit their application in the following manner: (i) an updated Curriculum vitae (CV); (ii) Names and contacts of three traceable referees at least one of whom should be a first or second level supervisor of the applicants within the last five years; (iii) and copies of their academic and professional qualifications. The applicants should quote the job being applied for on the envelope or email heading.

NPC is an equal opportunities employer and strongly encourages women and those with special needs to apply. Only shortlisted applicants will be acknowledged. The application should be sent to the address below not later than **Friday, 22nd December 2023** addressed to:

The Director General
National Planning Commission
2nd Floor, Chief M'mbelwa House
Private Bag B316
Lilongwe
Malawi
Email: recruitment@npc.mw



www.npc.mw

#MW2063