NATIONAL PLANNING COMMISSION

VACANCY

DIRECTOR GENERAL

An excellent and rare opportunity has arisen to engage a qualified, highly motivated and well experienced person to fill the position of Director General of the National Planning Commission tenable at its Offices in Lilongwe.

1. THE ORGANISATION

In order to ensure stability and continuity of development plans and policies across political regimes, the National Planning Commission (NPC) was established as a body corporate under the National Planning Commission Act, Cap. 39:01 of the Laws of Malawi. The NPC's main mandate is to coordinate the development of the country's medium to long-term development plans taking into account the country's resource potential, and to oversee the implementation of those plans. The NPC also spearheads the formulation of innovative and progressive flagship projects that would accelerate the realisation of the national Vision.

2. GENERAL DESCRIPTION OF THE JOB

The Director General is the Chief Executive Officer of the NPC and its Chief Economic Advisor on all matters pertaining to planning and development. The successful candidate shall have the overall responsibility for managing the day-to-day activities of the Secretariat and ensuring that the performance of the NPC is in line with the policies set by the Board and the Government of Malawi in the determination and achievement of the milestones set out in the Malawi 2063 and its First 10-year Implementation Plan (MIP-1).

3. KEY RESPONSIBILITIES OF THE POSITION

The Director General shall be responsible for the following:

a) Heading and providing strategic leadership at the Secretariat;
b) Serving as the Secretary to the Board, ensuring that corporate governance principles are fully adhered to, including having a fully constituted NPC that meets regularly;
c) Providing leadership in the re-calibration of strategies for meeting the milestones set-out in the MIP-1 at the earliest time possible;
d) Prioritising the NPC's role of implementation oversight over national development plans, strategies, and policies;
e) Providing leadership in the effective and efficient implementation of the NPC's Strategic Plan, including any other changes which would lead to enhanced performance at the Secretariat;
f) Developing and implementing strategies that would enhance the NPC's brand as a lead player in long and medium-term development planning.
g) Coordinating resource mobilization efforts that do not compromise the independence of the NPC and ensuring that its plans and budgets are prepared and executed in a timely manner;
h) Providing effective management of funds, property, and business of the NPC;
i) Ensuring that the NPC has strong risk management systems and fully complies with statutory obligations;
j) Providing pro-active, high-level advice and support to senior officials in Government, private sector and non-state actors;
k) Ensuring that effective management systems, procedures and financial controls are in place and improved to make the most efficient and effective use of resources;
l) Ensuring that the human resource needs of the Secretariat are met through appropriate recruitment, remuneration, promotions, staff development and policies, procedures and systems on discipline without compromising the NPC's viability; and
m) Performing any other duties relevant to the position as assigned by the Commissioners from time to time.

4. QUALIFICATIONS AND EXPERIENCE

Qualifications

The ideal candidate should have a minimum qualification of a Master's Degree or its equivalent obtained subsequent to a Bachelor's Degree from a recognized and reputable educational institution. He or she should have proven and shown demonstrable expertise and experience in executive management, administration and economic or development planning, or in a field relevant to the functions and responsibilities of the Commission as defined in the NPC Act. Being the chief economic advisor to the NPC, the primary qualifications should be in the economics and development planning-related fields. Additionally, the candidate should not be currently holding nor having held a political office in the past.

Desirable: A PhD in Economics-related field.

Experience

- Have a minimum of seven (7) years' experience at senior Management level with a preferred combination of national (part of it being in the public sector) and international work experience or exposure;
- Demonstrable experience in managing staff and resources, as well as a demonstrable track record of project and programme management;
- Demonstratable experience in providing pro-active, high-level advice and support to senior officials in Government, private sector and non-state entities;
- Demonstratable experience in developing strategic partnerships with state and non-state actors; and
- Demonstrable experience in resource mobilisation and developing successful funding proposals related to economic and sustainable development.

5. KEY COMPETENCIES

This is a very strategic position requiring a self-motivated individual to lead a very highly professional team. Therefore, the ideal candidate for the position must:

a) fully believe in the inclusive wealth creation and self-reliance ideals of the Malawi 2063;
b) have demonstrated leadership and experience with effective interactions in a multisectoral and multicultural setting with policymakers, development partners, private sector and civil society leaders locally and internationally;
c) have proven ability to facilitate implementation and impact of development programming;
d) have excellent presentation, communication (oral and written) and interpersonal skills;

e) be a team player and results oriented;
f) have respect for diversity;
g) have relevant planning & analytical capabilities;
h) be open minded and capable of adapting and innovating when faced with the demands of the position; and
i) have the highest standards of decorum, professional ethics, diplomacy and integrity.

6. APPOINTMENT AND REMUNERATION

The successful candidate shall be offered a performance-related contract for a period of five (5) years, renewable based on performance, with an attractive salary, benefits and package commensurate with the seniority of the position and qualifications of the candidate.

7. METHOD OF APPLICATION

Interested persons should submit a motivation letter, enclosing copies of the requisite certificates and a detailed Curriculum Vitae (CV) with the names and contact details of three (3) traceable referees, by 21st March 2025 to:

The Chairperson of the National Planning Commission,
Chief M'mbelwa House,
2nd Floor, City Centre,
P/Bag B316,
Lilongwe 3.
recruitment@npc.mw

The National Planning Commission is an equal opportunity organisation. Women and persons with disability are therefore strongly encouraged to apply. Only shortlisted applicants will be acknowledged and invited for interviews.