



VACANCY ANNOUNCEMENT

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 then 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 following positions:

1. DIRECTOR KNOWLEDGE & LEARNING DEPARTMENT (GRADE NP2)

This is a highly demanding position that requires a person who has demonstrable capacities and qualifications towards making the Commission a center of excellence in medium and long-term national development planning and implementation oversight.

The Director of the Knowledge and Learning Department will be reporting to the Director General

Key Responsibilities

- 1) Supervise and provide leadership and direction to a team of knowledge and learning professionals.
- 2) Manage and guide the implementation of all monitoring and evaluation, research, capacity building, knowledge and learning activities.
- 3) Provide leadership on development and implementation of research, monitoring and evaluation, capacity building, knowledge and learning activities.
- 4) Provide leadership and direction on training and capacity building of the MGDS implementing agencies/institutions on research, monitoring and evaluation, knowledge and learning activities.
- 5) Provide leadership and direction on M&E system for the medium-term national development strategy and long-term vision.
- 6) Guide and lead the preparation of periodic progress reports.
- 7) Guide and supervise the documentation and dissemination of NPC information among the NPC team and other stakeholders.
- 8) Carry out other activities as agreed within the NPC or assigned by the Director General

Minimum Academic and Professional Qualifications/Experience

1. Master's Degree in Statistics, Social Sciences, Economics or Development related discipline
2. Minimum 10 years of work experience in monitoring and evaluation, research, and knowledge and learning.
3. Proven expertise in quantitative and qualitative data collection and analysis methodologies, monitoring and evaluation, research, and knowledge and learning
4. Excellent skills in facilitation, team building, and coordination
5. Excellent verbal, written interpersonal and presentation skills in English.

2. PROCUREMENT OFFICER – GRADE NP5

The Procurement Officer will be reporting the Director of Finance and Administration

Key Duties and Responsibilities

1. Sourcing procurement quotations in accordance with Government approved procedures and conducting procurement and supplies negotiations with suppliers to achieve both quality and cost effectiveness of procurement,
2. Preparing bid documents, TRFs and RFPs and maintaining their records appropriately,
3. Preparing specifications for commodities, services and contracts in liaison with user Departments,
4. Preparing procurement plans and programmes and executing them timely,
5. Preparing procurement reports for management appraisal,
6. Conducting evaluation of bids and procurement surveys with a view to recommending efficient and cost- effective supplies and suppliers,
7. Initiating the preparation of annual Procurement Plans and quarterly/annual procurement reports,
8. Monitoring supplier performance on delivery, quality, price adjustments,
9. Maintaining sound professional relationship with suppliers and update approved supplier list.

Minimum Academic Qualifications and Experience

Bachelor of Procurement and Logistics Management or Business Administration or procurement related discipline with at least 3 years' experience in a related field.

A registered member of Malawi Institute of Procurement and Supply

METHODS OF APPLICATION

Candidates who meet the requirements should submit their application in the following manner:

- (i) an updated Curriculum Vitae which includes names and contacts of three traceable referees;

(ii) Brief cover letter indicating motivation for the job and suitability of candidature; (iii) and copies of their academic and professional qualifications.

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, 8th August 2025** addressed to:

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



www.npc.mw

#MW2063