



## **MALAWI INVESTMENT AND TRADE CENTRE(MITC)**

### **INDUSTRIAL PARK PROJECT JOB OPPORTUNITIES**

#### **I. BACKGROUND**

The Malawi Investment and Trade Centre (MITC) is implementing the Industrial Park /Special Economic Zone (SEZ) Project supported by Malawi Government through Ministry of Trade and Industry.

The SEZ project aims at establishment and construction of Industrial Parks and Factory Shells at designated sites across the country to facilitate investment in various strategic sectors of the economy.

In order to effectively implement the project MITC requires the services of suitably qualified Project Management Team specialists who will support the effective implementation of the project.

The positions would be on one year contract basis and renewable subject to performance.

#### **II. POSITION ONE**

##### **PROJECT MANAGEMENT ASSOCIATE**

Reporting to the Project Coordinator (Director of Planning & Research), he/she will have the following responsibilities:

1. To formulate project plans and budgets.
2. To be a technical point of contact between MITC and project engineers.
3. To ensure the project is effectively and technically delivered in accordance with laid down plans and meet timelines and budget.
4. To facilitate internal coordination meetings in particular performing secretarial function of the internal project coordination committee.

5. To ensure effective stakeholder engagement and coordination.
6. To be responsible for all project related reports to key internal and external stakeholders.
7. To be responsible for project's fiduciary compliance.
8. To be responsible for project risk management and coordination.
9. To be responsible for development and updating of project management manuals and procedures.
10. To be responsible for project's communication to relevant stakeholders.
11. To be responsible for project's monitoring and evaluation and implementation of lessons learnt.
12. Coordinating and maintaining high-level contact with stakeholders that include Government Officials.
13. Appraising and consulting with MITC management over major technical issues and work plans.
14. Performing other relevant duties as required by management.

### **Qualifications**

- A minimum of a Bachelor's degree in Project Management or equivalent professional qualification. An extra degree in engineering will be an added advantage.
- At least five years of project management experience in similar projects three of which to be at management level.
- Have the ability to work under tight schedule and stressful conditions.
- Proven technical knowledge in civil and building works.
- Must have excellent inter-personal skills evidenced by the ability to liaise with stakeholders
- Excellent oral and written communication skills.
- Excellent computer skills and adept in the use MS Office software (Teams, Slack, Word, Excel, PowerPoint).
- Must be a good team worker.
- Donor funded project management experience will be a plus.

## **III. POSITION TWO**

### **PROJECT FINANCE SPECIALIST**

**Reporting to the Finance Manager and the Project Management Associate, he/she will have the following responsibilities:**

- To be responsible for performing financial management, financial accountability and fiduciary compliance functions of the project.
- Formulating draft project's budget for approval.
- Producing detailed monthly and quarterly financial reports of the Project for various internal and external stakeholders.
- Formulating project's cashflow forecasts to inform financial management decisions.

- Ensuring full expenditure liquidations for fuel, DSAs and incidental procurements in accordance with approved project's financial guidelines.
- Preparing for and facilitating internal and external audits.
- Formulate project's risk reports in line with MITC's risk management policy and guidelines.
- Overseeing general administrative and logistical support including; asset management, inventory audits and preparing for internal and local missions to project sites and transactional meetings.
- Providing advice on financial and accounting matters involving the Project.
- Assisting in taking minutes for project finance meetings.
- Assisting in building the capacity of the project management team in financial management.
- Performing other relevant duties as required by the Project Management Specialist.

### **Qualifications**

The position of the Project Finance Specialist requires a candidate with the following qualifications and experience:

- At least Bachelor's degree in accounting or Finance or equivalent.
- At least five years of progressive work experience and four years of post-qualification (degree) experience in projects.
- At least an ACCA/CIMA and member of a Professional body will be essential.
- At least 3 years' experience in project financial management for public projects.
- Excellent interpersonal skills, administrative experience and experience in working with stakeholders.
- Knowledge of Government accounting is a must.
- Donor and/or public funded project experience will be an added advantage.
- External audit experience will be an added advantage.

## **IV. POSITION THREE**

### **PROJECT PROCUREMENT SPECIALIST**

The specialist shall be responsible for the process of procurement and management of all activities and contracts for the Project in strict compliance with the Public Procurement and Disposal of Assets Act 2017 and Procurement Regulations.

Reporting to MITC's Procurement Specialist and the Project Management Associate, he/she will have the following responsibilities:

- a. Prepare and update the Project's Procurement Plan, detailing contract packages for works, goods and services, the estimated cost for each package, the procurement or

selection methods and processing times till completion of each procurement activity in consultation with the Project Management Associate and all technical teams and use it to implement and monitor performance of Project Procurement activities.

- b. Timely procurement of goods, non-consulting services and works through preparation of all procurement documentation including Bidding Documents, Request for Quotations, Request for Proposals, Procurement Notices, Bid Opening and Evaluation sessions and preparation of Bid Evaluation Reports.
- c. Prepare Bidding Documents using the PPDA's Standard Solicitation Documents, and prepare other Solicitation Documents using formats acceptable.
- d. Coordinate and ensure timely responses to clarifications sought by bidders or shortlisted consultants as may be required.
- e. Assist or backstop the Procurement specialist of MITC in providing secretarial support services to the Internal Procurement and Disposal of Assets Committee (IPDC).
- f. Coordinate responses to inquiries and communicate the results of the evaluation process to bidders or consultants, in keeping with appropriate guidelines.
- g. In cases of procurement actions requiring prior review/ "No Objection", vetting and clearance, coordinate the submission of such procurement documents, monitor response time and follow-up accordingly.
- h. Preparation of evaluation reports, contracts, award notices and other procurement and contractual documents as required.
- i. Establish and maintain procedures for the receiving, inspecting, testing and acceptance of goods.
- j. Ensure compliance with procurement methods and prior review thresholds applicable to the project.
- k. Assist in timely payments to suppliers, contractors and consultants and also ensuring that their contractual obligations such as payment guarantees, insurance premiums and performance Bonds are in place.
- l. Establish and maintain a central procurement filing system, and ensure all related documents are also digitized.
- m. Preparation of Procurement Post Review registers, attending Procurement Post Review meetings and response to comments on issues raised.
- n. Prepare for Procurement Audits in collaboration with the internal and external control bodies in carrying out inspections and audits to be made to the project.
- v. Preparation of quarterly procurement progress reports; and ensuring timely settlement of respective PPDA levy.
- w. Carry out any other relevant duties that may be assigned by the Project Management Associate and the Procurement Specialist for MITC from time to time.

## **Qualifications**

The position of the Project Procurement Specialist requires a candidate with the following qualifications and experience:

- A Bachelor's degree holder in Procurement, Supply Chain, Logistics Management or its equivalent from a reputable Institution recognized by National Council of Higher Education (NCHE).
- Fully paid-up member of the Malawi Institute of Procurement & Supply (MIPS).
- A minimum of three (3) years of post-qualification experience in works procurement and contract management in the public sector.
- Knowledge and experience in Project Management in public projects is an added advantage.
- Fully conversant with the country's Public Procurement Law and its subsidiary regulations.
- Good team worker and excellent interpersonal skills.
- Good command in written and spoken English.
- Hands on experience in MS Office applications.

## **V. POSITION FOUR**

### **PROJECT ADMINISTRATIVE ASSISTANT**

Reporting to Administration and Human Resources Manager and the Project Management Associate, he/she will have the following responsibilities:

- Performing project's fleet and asset management including effective maintenance and insurance.
- Performing project's fuel management in line prevailing approved guidelines regarding disbursement, recording and liquidation thereof.
- Providing logistical support for workshops and project/field activities.
- Ensuring effective registration of attendance for all project's meetings.
- Ensuring secure storage of all administrative records including digital/electronic storage content.
- Assisting respective project management team in drafting and distributing letters; and seek confirmation of participation for events organized by MITC.
- Making travel arrangements for staff traveling to construction sites and meetings' venues.
- Performing clerical duties including photocopying, scanning, faxing, filing, and mailing.
- Assisting in taking minutes in project meetings.

- Liaising with Finance section to ensure timely settlement of vendor payments (internet, transport, office rent etc).

**Qualifications:**

- Minimum Diploma in business management or other related qualification.
- Minimum 3 years of relevant work experience in office or project administration of public projects.
- Proven experience in areas of office and project administration, fuel management, asset management, fleet management and insurance.
- Excellent interpersonal skills.
- Detail oriented person.
- High level of proficiency in Microsoft Office, particularly Excel, PowerPoint, and Word.
- Donor funded project experience will be a plus.

**VI. LOCATION**

The positions are tenable at MITC Head Office in Lilongwe.

If interested please submit your application to:

**The Chief Executive Officer  
Malawi Investment and Trade Centre  
Private Bag 302  
Lilongwe**

**Clearly marking the title of the Post on the application envelope or submission email**

**The application deadline is 10<sup>th</sup> October, 2023**

Or Email [vacancies@mitc.mw](mailto:vacancies@mitc.mw)

Only Shortlisted Applicants shall be acknowledged.

**MITC promotes equal employment opportunities**