



VACANCY ANNOUNCEMENT

The Medical Council of Malawi (MCM) is a statutory corporation established under the Medical Practitioners and Dentists Act (Cap 36:01 of the Laws of Malawi). The MCM exists to protect the general public and guide the medical, dental and allied health professions. The MCM has the mandate of registering practitioners and health facilities, regulates training of health care workers, and manages patients' complaints.

To fulfil its mandate, the MCM would like to fill its vacant strategic positions of Senior Education and Training Officer, Information Technology Officer, and Accounts Assistants. Therefore, applications are invited from qualified, motivated, innovative, energetic and experienced persons of Malawi origin to fill the positions tenable at the Council's office in Lilongwe.

The following are the details:

1. Senior Education and Training Officer (1 position)

Grade : MC 3
Reporting to : Director of Regulatory Enforcement
Location : Medical Council of Malawi Head Office, Lilongwe

Key Duties and Responsibilities

The Senior Education and Training Officer will be responsible for the following:

- Ensures credentialing of all new CPD providers, health training institutions, and internship sites.
- Review submitted curriculums and ensure the standard operating procedures have been adhered to.
- Managing the CPD, training and education, and internship in the MCM Information System
- Conduct inspection of approved curriculums, teaching hospitals, internship training sites and CPD providers.
- Compiling, collating and submitting monthly, quarterly and annual reports.
- Supports compilation of annual gazette of all accredited CPD Providers, health training institutions and internship training sites.
- Acting as a liaison officer between MCM and CPD focal persons
- Ensuring compliance with applicable laws, regulations, procedures, and policies on CPD, training and education and internship.
- Performs any other duties assigned from time to time.

Minimum Qualifications and Experience

- A minimum of a bachelor's degree in Medicine, Dentistry, Allied Health, Health Sciences Education, or Medical Education, or any related field from an accredited recognized institution.
- He/she should be registered and in good standing with the MCM.
- A master's degree in health related courses or in a related discipline will be an added advantage.
- At least five (5) years of relevant work experience in training health practitioners, accreditation, curriculum development or Continuing Professional Development (CPD) programming, preferably in a regulatory, academic or public health institution.
- Proven experience in curriculum review, inspection of training institutions, monitoring of curriculum implementation or coordination of CPD programmes.
- Familiarity with regulatory frameworks and educational standards governing health professions in Malawi or in similar settings.

Key Competencies and Attributes

- Strong understanding of National health policies, health education systems and regulatory frameworks.
- Demonstrated skills in monitoring and evaluation.

- Demonstrated skills in report writing, data analysis, and information management systems related to education and training.
- High attention to detail and ability to interpret and apply policies and guidelines.
- Excellent interpersonal, communication and stakeholder engagement skills.
- Strong organizational and coordination abilities, with the capacity to manage multiple tasks and meet deadlines.
- High level of integrity, professionalism, and commitment to continuous improvement.
- Ability to work independently and collaboratively as part of a multidisciplinary team.

2. Position: IT Officer (1 Position)

Grade : MC 7
Reporting to : Director of Finance and Administration
Location : Medical Council of Malawi Head Office, Lilongwe

Key Duties and Responsibilities

The IT Officer will be responsible for the following:

- Maintain and administer the Council's ICT infrastructure including hardware, software, and network systems (MS Office, Google Forms, Microsoft Teams, SAGE Evolution ERP etc.).
- Provide technical support and troubleshooting services to end-users.
- Ensure system and data security, including regular backups and antivirus management.
- Technical support for the Council's website and MCM Information System.
- Assist in the implementation of ICT policies, procedures, and strategies.
- Manage email systems and ensure secure communication systems.
- Provide ICT support for meetings, events, and virtual platforms.
- Maintain IT inventory and provide periodic reports on system status and upgrades.
- Train staff on basic IT tools and security awareness.
- Maintain network security to safeguard the organization's delicate data from being corrupted or hacked.
- Set up network, troubleshooting and fixing all network problems
- Conduct data back-up according to the standard operating procedures and policies.
- Perform any other IT-related duties as assigned by the supervisor.

Minimum Qualifications and Experience

- Bachelor's degree in computing and information system or information and communication technology, Computer Science, Information Systems, or a related field from an accredited institution.
- At least three (2) years of practical experience in ICT support and systems administration.
- Those with experience in facilitating the development of a new website and database using CodeIgniter PHP Framework and SQL Programming will have added advantage.

Key Competencies and Attributes

- Strong knowledge of ICT systems, networks, security, and software.
- Proficiency in website and database management.
- Ability to work under pressure with minimal supervision.
- Excellent problem-solving, analytical, and communication skills.
- High level of integrity and confidentiality.
- A team player with strong interpersonal skills.

3. Accounts Assistants (3 Positions)

Job Title : Accounts Assistant
Grade : MC 6
Supervised by : Accountant
Reporting to : Director of Finance and Administration (DOFA)

Key Duties and Responsibilities

Under the direction of the accountant:

- Receive and process all invoices, expense forms, and requests for payments.
- Input accurate accounts data in the accounting system.
- Maintain and reconcile debtors and creditors lists.
- Prepare payment vouchers and reconcile petty cash regularly.
- Maintain books of prime entry and post transactions to ledgers daily.
- Assist in the preparation of annual budgets, periodic accounts, and management reports.
- Prepare monthly fuel consumption analysis for all vehicles.
- Ensure timely and accurate filing of accounting documents.
- Reconcile ledger books monthly.
- Prepare monthly bank reconciliations.
- Tax computations and Filing with MRA
- Perform any other duties assigned by the Head of Finance and Administration.

Minimum Qualifications and Experience

- A minimum of a Degree in Accounting, Finance, Business Administration, or a related field.
- At least two (2) years of practical work experience in a busy finance or accounting office.
- Experience working in a public sector institution or statutory corporation will be an added advantage.
- Those with audit experience will have an advantage

Key Competencies and Attributes:

- Good understanding of accounting principles and financial reporting.
- Proficiency in Sage accounting software and Microsoft Office (especially Excel).
- Strong attention to detail and a high level of accuracy.
- Good organizational and time management skills.
- Ability to work with minimum supervision and meet deadlines.
- Good interpersonal and communication skills.
- High level of integrity and confidentiality.

4. How to Apply

Interested candidates should submit applications through a cover letter, enclosing copies of their academic and professional certificates, detailed Curriculum Vitae (CV) with names and contact details of **three (3) traceable referees** not later than **18th July 2025** addressed to:

The Registrar and Chief Executive Officer
Medical Council of Malawi
P.O Box 30787
Lilongwe, MALAWI
Email: medcom@medcommw.org; copy to mmweso@medcommw.org

Only shortlisted candidates will be contacted.

The Medical Council of Malawi is an equal opportunity employer.