



MEDICAL COUNCIL OF MALAWI

VACANCY ANNOUNCEMENT

The Medical Council of Malawi (MCM) was established through the Medical Practitioners and Dentists (MPD) Act of 1987. It is mandated to regulate medical, dental and allied health practitioners, health higher training institutions, and health facilities to protect the public.

To fulfil its mandate, the MCM would like to fill its vacant strategic positions of Compliance Officer - Clinical, Compliance Officer – Allied Health, and Messenger. 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. **Compliance Officer- Clinical (1 position)**
2. **Compliance Officer – Allied Health (1 position)**

Grade: MCM 4

Reporting to: Senior Compliance Officer

Location: Medical Council of Malawi Head Office, Lilongwe

Key Duties and Responsibilities

The Compliance Officers will be responsible for the following:

Under the direction of the Senior Compliance Officer, the Compliance Officers shall:

- i. Assist in conducting regulatory inspections of health facilities.
- ii. Assist in investigating healthcare-related complaints.

Duties and responsibilities

- i. Lead and conduct inspections of healthcare facilities across all levels of care, including laboratories and other supportive facilities.
- ii. Prepare inspection plans and budgets, subject to review by the Senior Compliance Officer.
- iii. Provide customer service by responding to inspection and investigation-related queries in a timely and professional manner.
- iv. Plan, lead, and conduct investigations into healthcare-related complaints, ensuring reports are submitted promptly.
- v. Prepare and submit weekly, monthly, quarterly, and annual reports to the Senior Compliance Officer for further processing.
- vi. Document and submit duty-related reports to the Senior Compliance Officer for review.
- vii. Support the Registry in processing applications for all categories of health facilities.
- viii. Perform any other relevant duties as may be assigned from time to time.

General competencies and attributes

- i. Strong leadership and people management skills.
- ii. High level of integrity, accountability, and professionalism.
- iii. Strong written and oral communication, including policy writing and minute preparation.
- iv. Ability to manage multiple priorities under pressure.

Academic and Professional Qualifications and Experience for the Compliance Officer - Clinical

The ideal candidate should have:

- A minimum of a bachelor's degree in medicine or dentistry and any related field from an accredited recognized institution.
- He/she should be registered and in good standing with the MCM.
- At least three (3) years of relevant work experience in inspections or investigation of healthcare related complaints.
- Familiarity with Malawi healthcare regulatory frameworks and governing health professions in Malawi or in similar settings.

Academic and Professional Qualifications and Experience for the Compliance Officer – Allied Health

The ideal candidate should have:

- A minimum of a bachelor's degree in laboratory, radiography or any related field from an accredited recognized institution.
- He/she should be registered and in good standing with the MCM.
- At least three (3) years of relevant work experience in inspections or investigation of healthcare related complaints.
- Familiarity with Malawi healthcare regulatory frameworks and governing health professions in Malawi or in similar settings.

3. Messenger (1 position)

Grade: MCM 9

Reporting to: Senior Administration and Human Resources Officer

Location: Medical Council of Malawi Head Office, Lilongwe

Duties and responsibilities

With the direction of the Senior Administration and Human Resources Officer, The Messenger shall: -

- i. Clean the Council offices and provide refreshments to staff members;
- ii. Assist in moving files, documents and other correspondences from one office to another;
- iii. Assist in filing all correspondence except confidential correspondence;
- iv. Assist in directing visitors and registrants to relevant offices;
- v. Perform any other duties assigned to her from time to time by the Senior Administration

and Human Resources Officer

General competencies and attributes

- i. Good Communication Skills
- ii. Honesty, Trustworthy and Integrity
- iii. Reliability and Punctuality
- iv. Confidentiality
- v. Good Interpersonal Skills

Academic Qualifications and Experience for Messenger

The ideal candidate should have:

- A minimum of a Malawi School Certificate Examination with a Credit in English or its equivalent
- At least three (3) years of relevant work experience

4. How to Apply

Interested candidates should submit applications through a cover letter clearly marked name_ and position applying for, 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 15th October 2026 addressed to:

The Registrar and Chief Executive Officer

Medical Council of Malawi
P.O Box 30787
Lilongwe, Malawi or

Email: send a pdf. copy to recruitment@medcommw.org

Only shortlisted candidates will be contacted.

The Medical Council of Malawi is an equal opportunity employer.