



VACANCIES

The Malawi Legal Aid Bureau, established under the Legal Aid Act of 2011, is a national public institution mandated to provide legal aid to persons with insufficient means. In a bid to provide quality legal aid service to the nation, the Bureau invites applications from qualified candidates to fill the following vacant posts:

Vacancy Number	:	LAB/1/25
Title	:	Senior Legal Aid Advocate (3)
Grade	:	Grade H
Reporting to	:	Principal Legal Aid Advocate
Salary	:	Salary range of Grade H in the Legal Aid Bureau
Duty Stations	:	Mzuzu and Blantyre

Duties and responsibilities

- Representing people of insufficient means in Civil or Criminal matters before the Malawi Supreme Court of Appeal, the High Court of Malawi and Courts subordinate thereto and any other tribunal
- Providing other legal aid services including legal advice, assistance to persons of insufficient means, civic education and information about the law
- Supervising the provision of legal aid services by Legal Aid Officers
- Assessing clients' statements and advising on the merit of the cases before representation process can begin

- Assisting in appraising Legal Aid Officers and other staff working under him/her
- Carrying out any related tasks assigned from time-to-time as reasonably requested by supervisor or Management

Qualifications and Experience

- Bachelor of Laws Degree from a recognized and accredited university
- Admitted to the Malawi Bar
- At least one (1) year experience as a legal practitioner in both civil and criminal matters.

Vacancy Number : **LAB/2/25**
Title : **Administration Officer (1 post)**
Grade : **Grade I**
Reporting to : **Assistant Director**
Salary : **Salary range of Grade I in the Legal Aid Bureau**
Duty Station : **Zomba**

Duties

- Managing fuel and asset ledgers
- Managing the Bureau's fleet of vehicles
- Organizing and managing schedules and calendars for staff activities
- Ensuring functionality of necessary office equipment, and requisitioning new equipment and supplies as needed
- Creating reports and memos for managers and senior-level officers for the Bureau
- Attending meetings and record notes and messages for use by management
- Receiving, processing and managing incoming and outgoing communication
- Supervising process servers, messengers, cleaners and drivers
- Assisting Accounts in effecting payments, processing incoming invoices, and verifying receipts

- Assisting with procurement processes at the Bureau
- Assisting in organizing social events for the Bureau
- Carrying out any other tasks assigned from time to time by supervisor or Management

Qualifications and work experience

- Bachelor Degree in Business Administration, Public Administration, Business Management or any other related field
- A minimum of one (1) year experience in general administration in busy institutions

Vacancy Number : LAB/3/25
Title : Assistant Internal Auditor (1 post)
Grade : Grade K
Reporting to : Internal Auditor
Salary : Salary range of Grade K in the Legal Aid Bureau
Duty Stations : Mzuzu

Duties and responsibilities

- Working with Management to implement and review policies and procedures regarding the safeguarding of assets and to inform decision making process
- Developing a risk profile for the Bureau and the preparation of an annual audit plan
- Conducting risk based audits and preparing reports in accordance with Institute of Internal Auditors standards and requirements including cash audits
- Checking and verifying the accuracy and integrity of accounting policies and documentation
- Reviewing accounting systems and controls to be in line with relevant standards and legislation
- Assisting Internal Auditor in the implementation of a strong system of internal Controls
- Assisting the Internal Auditor in the review of existing systems for improvement and of new operational systems prior to implementation

- Assisting in the preparation of consolidated reports on audit exercises and submitting with recommendations in accordance with requirements
- Assisting in the follow-up of Management's responses to audit recommendations
- Performing any other duties related to the job function as may be assigned by the Internal Auditor or Management

Qualifications and work experience

- Diploma in Financial Accounting, Internal Auditing or any other related field
- Minimum of one (1) year experience in internal auditing

Mode of Application

Interested candidates should submit application letters, Curriculum Vitae with three (3) traceable referees and copies of professional certificates to the following address:

The Director
Malawi Legal Aid Bureau
1st Floor Shire Building, Off Paul Kagame Road,
P.O. Box 675,
Lilongwe.

All applications should reach the Director not later than 4:30 pm on 18th March, 2025.