



## **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

**Job Title :** Principal Planning Officer (1 post)

**Grade :** G

**Reporting to :** Deputy Director

**Salary :** Salary range of Grade G within Legal Aid Bureau

**Location :** Lilongwe

### **Duties and Responsibilities**

- Planning, developing, implementing, and coordinating strategic operational and administrative programmes, projects, and/or services of broad significance to the Bureau
- Establishing and implementing short and long-range organizational goals, objectives, strategic plans, policies, and operational procedures
- Monitoring and evaluating operational effectiveness, and effect changes required for improvement
- Determining needs and plans for the Bureau
- Developing and assessing a wide range of integrated communication strategies for the Bureau
- Providing strategic advice in consultation with leadership in the development, implementation, and evaluation of projects

- Liaising with line supervisors on capacity building needs
- Developing and managing operating budgets; overseeing, monitoring, and coordinating program budgets as appropriate
- Performing any other job-related duties as assigned by supervisor and any other competent authority

#### **Qualifications and other requirements**

- Bachelor's degree in Project Management, Economics, Development Studies or any other related field with 2 years' experience
- Advanced working knowledge in computer packages
- Knowledge of proposal development for resource mobilisation

**Vacancy Number** : **LAB/2/25**

**Title** : **Senior Internal Auditor (1 Post)**

**Grade** : **Grade H**

**Responsible to** : **Deputy Director**

**Salary** : **salary range of Grade H in the Legal Aid Bureau**

**Location** : **Lilongwe**

#### **Duties and Responsibilities**

- Leading the full audit cycle by checking tax compliance, verifying financial records, and inspecting accounts
- Analyzing the results of the audit and presenting possible solutions for ineffective financial practices to management
- Evaluating the Bureau accounting procedures, payroll, inventory, and tax statements to guide financial policymaking
- Conducting risk assessments to recommend aversion measures and cost savings
- Following up with management to ensure remediations are implemented into the Bureau's financial practices

- Supervising junior auditing personnel and implementing their research work into the auditing process
- Preparing and reviewing annual audit memorandums
- Researching applicable Malawi Government laws and regulations to ensure the Bureau's books are compliant
- Any other task in relation to the post assigned from time to time

**Qualifications and other requirements:**

- Bachelor's degree in Internal Auditing, Accounting, Finance, or a related field
- Certified Internal Auditor (CIA) certification
- A minimum of 2 years' experience working in accounting or auditing
- Strong knowledge of auditing standards, procedures, laws, rules, and regulations
- Excellent mathematical and analytical skills
- Advanced computer skills and working knowledge of auditing software, such as CAMS and Audit Board
- Meticulous attention to detail and a high level of accuracy
- Ability to work with large amounts of complex financial data
- Solid communication and leadership skills

**Vacancy Number :** LAB/3/25  
**Title :** Assistant Procurement Officer (1 post)  
**Grade :** Grade K  
**Reporting to :** Procurement Officer  
**Salary :** Salary range of Grade K in the Legal Aid Bureau  
**Location :** Zomba

**Duties and Responsibilities**

- Preparing and processing of requisitions and purchase order for supplies, services works and equipment
- Maintaining records of goods, services and works ordered, received or completed
- Negotiating with suppliers in procurement transactions

- Performing simple evaluation of quotations and bids
- Preparing evaluation reports
- Checking the quality of goods and services before purchasing
- Participating in the evaluation and selection of bidders
- Assisting the Procurement Officer in the preparation and submission of annual procurement plans and quarterly procurement reports
- Any other duties as assigned by superiors from time to time

### **Qualification and other requirements**

- A minimum of a Diploma in Procurement, Purchasing and Supplies/logistics or any other related field. A Degree in the above or related fields will be an added advantage
- At least 1 year experience in a busy organisation

### **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  
1<sup>st</sup> 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 Monday 2<sup>nd</sup> June, 2025.***