

HUMAN RIGHTS COMMISSION



VACANCY ADVERTISEMENT

The Human Rights Commission (the Commission), is an independent institution established under Chapter XI of the Constitution of the Republic of Malawi. The Commission, with the primary mandate of the promotion and protection of human rights and investigations of violations of the rights accorded by the Constitution or any other law in Malawi, invites applications from suitable, qualified and experienced persons to fill the following vacant positions: -

1. **Title of Post** : **Principal Gender and Women's Rights Officer**
Grade : **H6**

Qualifications

- Bachelor of Laws Degree or any other related field. Those with a Masters in Law Degree (LLM) or any other related field or are admitted to practice law in Malawi will have an added advantage;
- Have excellent analytical, advocacy, investigative, litigation, mediation, conciliation and negotiation skills;
- Must have report writing skills backed by good command of both oral and written English language;
- Knowledge and a good appreciation of the international and domestic human rights system. Special knowledge in all broad areas of human rights is also be an added advantage;
- Computer literate especially in the use of power points, excel and other packages

Duties:

- Study the status and effects of legislation, judicial decisions and administrative provision for the protection and promotion of Human Rights;
- Prepare reports and make proper recommendations to the relevant authority;
- Examine any legislation, judicial decisions and administrative provisions in force, including bills and proposals and make recommendations to ensure their conformity with the fundamental principles of human rights;
- To offer legal advice through legal opinions to the Commission and complainants;
- To promote and facilitate access to remedies for parties whose human rights have been violated;
- Assist in the Planning of Programs within the Gender and Women Rights Directorate through preparation of Annual, Monthly and Quarterly activity work plans and Budgets, and ensuring that Staff in the Directorate prepare and submit individual annual, monthly and quarterly activity work plans in a timely manner;
- Carry out alternative disputes resolutions;
- Liaise with the Law Commission, the office of the Ombudsman, Parliament, NGOs and other stakeholder on human rights issues;

2. **Title of post** : Procurement Officer
Grade : H8

Qualifications

- Degree in Logistics and supply chain management, preferably with two years' experience
- Appreciation of public procurement systems
- Donor related procurements
- Analytical skills
- Computer literate.

Duties

- Producing Procurement plan for the designated procurement activities

- Drafting solicitation documents such as Request for Quotation documents, bidding documents, Request for Proposals, Invitation notices and shortlists
- Preparing quarterly procurement reports
- Servicing Internal Procurement Committee
- Drafting contract agreement documents and purchase orders
- Assisting internal procurement committee with public bid procedures
- Servicing evaluation committees
- Any other reasonable duties assigned to him/her by the Commission.

3. Title of the Post : **Assistant IT Officer/Programmer**
Grade : **H10**
Responsible to : **Systems Analyst**
Qualifications

Diploma in Information Technology or any related field backed by three years relevant experience.

Knowledge and Skills

- Practical experience with Windows Operating Systems
- Practical knowledge of Windows 2003 server and Exchange 2003 server
- Basic knowledge of Relational Database Management Systems, HTML,PHP and SQL
- Dreamweaver
- Knowledge of TCP/IP Protocols

Duties

- Daily computer user support
- Software and Hardware installation and troubleshooting
- User accounts management
- Network administration
- Internet and Email support
- Website management

The Commission is an equal opportunity employer, therefore, both male and female persons including persons with disabilities, who meet the prerequisite qualifications and experience are encouraged to apply.

An attractive remuneration package will be offered to the successful candidates within the Human Rights Commission Terms and Conditions of Service.

Interested persons should submit their application with up-to-date detailed curriculum vitae including names and addresses of three traceable referees, to reach the undersigned not later than **10th July 2021**.

**The Chairperson,
Upper Appointment and Disciplinary Committee,
Malawi Human Rights Commission,
HB House, Off Paul Kagame Road,
Private Bag 378,
Lilongwe 3.**

For more information on the human rights commission please visit our website www.mhrcmw.org