

# HUMAN RIGHTS COMMISSION

## VACANCIES



The Human Rights Commission (the Commission), an independent institution established under Chapter XI of the Constitution of the Republic of Malawi, 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** : Under Secretary
- Grade** : H4
- Reporting to** : Director of Corporates Service H3

### Responsibilities, Functions and Duties

The Under Secretary shall be responsible for overall effective provision of the shared and support services. Specifically, the Under Secretary shall perform the following functions and duties:

- Leading in the planning and organising the provision of shared and support services including Information Technology, security, procurement, cleaning, transport;
- Ensuring efficient and effective staff delegation, supervision and performance appraisal within the unit;
- Initiating review of administrative policies, systems and standard operating procedures;

- Responsible for project management evaluation and monitoring under leadership of the Director
- Assisting the director to ensure prudent asset management;
- Assisting the director in preparing directorate and institutional workplans, budgets;
- Convening regular section meetings for progress review and planning;
- Provide leadership in transport management system for the Commission and;
- Taking any other duty assigned from time to time by the Director of Corporate Services and Executive Secretary

### **Minimum Requirements**

Suitable candidates must have at least the following:

- A Bachelor's Degree in Public Administration, Social science or Business Administration, with knowledge in procurement and corporate governance being added advantages;
- 7 years of experience in providing shared and support services in a busy environment, of which 3 years must be in middle level management roles;
- Demonstrable ability to provide senior line management role, with sound experience in project management being an added advantage;
- Demonstrably decisive with a good sense of judgment and ability to take solve problems;
- Excellent organizational and supervisory skills with the ability to perform multiple tasks simultaneously and payment of attention to detail;
- Excellent drafting, spoken and presentation skills especially in the English Language;
- A dependable team player, with creative thinking and ability to manage projects and computer literacy and;
- Willingness to learn and ability to take instructions without close supervision.

<b>2. Title of post</b>	:	Chief Human Resources Management Officer
<b>Grade</b>	:	H4
<b>Reporting to</b>	:	Director of Corporate Services H3

### **Responsibilities, Functions and Duties**

The Chief Human Resources Management Officer shall be responsible for primary interpretation and enforcement of the human resource management policies, including terms and conditions of service of the Commission. Specifically, the Chief Human Resource Management Officer shall perform the following functions and duties:

- Leading in the planning and organising for staff recruitment and development;
- Initiating review of human resources policies, systems and standard operating procedures;
- Providing advice to the Executive Secretary in interpretation human resources policies to ensure optimum staff motivation, productivity and discipline;
- Initiating institutional staff returns and leave roster and advise the Executive Secretary on the management of leave;
- Assisting the director of Corporate Services in convening staff and management meetings and prepare minutes thereon;
- Convening regular section meetings for progress review and planning;
- Leading the preparation of personal emoluments estimates in liaison with the Chief Accountant;
- Leading in the managing pension scheme and Medical scheme;
- Taking any other duty assigned from time to time by the Director or Executive Secretary

## Minimum Requirements

Suitable candidates must pose at least the following:

- A Bachelor's Degree in Human Resources, Public Administration, Social science or Business Administration, with specialization in procurement and corporate governance being added advantages;
- 7 years of experience in providing shared and support services in a busy environment, of which 3 years must be in middle level management roles;
- Demonstrable ability to provide senior line management role, with sound experience in project management being an added advantage;
- Demonstrably decisive with a good sense of judgment and ability to take solve problems;
- Excellent organizational and supervisory skills with the ability to perform multiple tasks simultaneously and payment of attention to detail;
- Excellent drafting, spoken and presentation skills especially in the English Language;
- A dependable team player, with creative thinking and ability to manage projects and computer literacy and;
- Willingness to learn and ability to take instructions without close supervision.

3. Title of post : Principal Civil and Political Rights Officer (Legal Services)  
Grade : H6

### Qualifications

- Bachelor of Law Degree and admission to the Malawi Bar.
- Have Excellent analytical, advocacy, investigations, litigation, mediation, conciliation, negotiation skills;
- Must have excellent oral, written Communication skills, report writing skills
- Knowledge and a good appreciation of the international and domestic human rights system.
- Computer literate;

### Duties

- Preparing legal opinions and provision of advice on civil and political rights cases laid before Commission;
- Carry out litigation, on such appropriate cases that may be laid before the Commission;
- Assist in the conduct of civil and political rights investigations, hearing and resolution of cases;
- Provide legal advice to complainants on civil and political issues;
- Supervising subordinate staff under him/her;
- Assisting in the handling of the Institution's legal work;
- Assisting in the preparation of departmental reports;
- Carryout such other lawful duties as assigned by Director of Civil and Political Rights and other senior members of staff of the Commission;

4. Title of post : Principal Gender and women Rights Officer (Legal Services)

Grade : H6

#### Qualifications

- Bachelor of Law Degree and admission to the Malawi Bar.
- Have Excellent analytical, advocacy, investigations, litigation, mediation, conciliation, negotiation skills;
- Must have excellent oral, written Communication skills, report writing skills
- Knowledge and a good appreciation of the international and domestic human rights system.
- Computer literate;

#### Duties

- Preparing legal opinions and provision of advice on Gender and women rights cases laid before Commission;
- Carry out litigation, on such appropriate cases that may be laid before the Commission;
- Assist in the conduct of gender and women rights investigations, hearing and resolution of cases;
- Provide legal advice to complainants on gender and women issues;
- Supervising subordinate staff under him/her;
- Assisting in the handling of the Institution's legal work;
- Assisting in the preparation of departmental reports;

- Carryout such other lawful duties as assigned by Director of Gender and women Rights and other senior members of staff of the Commission;

**5. Title of post :** Principal Economic Social and Cultural Rights Officer (Legal Services)

**Grade :** H6

**Qualifications**

- Bachelor of Law Degree and admission to the Malawi Bar.
- Have Excellent analytical, advocacy, investigations, litigation, mediation, conciliation, negotiation skills;
- Must have excellent oral, written Communication skills, report writing skills
- Knowledge and a good appreciation of the international and domestic human rights system.
- Computer literate;

**Duties**

- Preparing legal opinions and provision of advice on Economic Social and Cultural Rights cases laid before Commission;
- Carry out litigation, on such appropriate cases that may be laid before the Commission;
- Assist in the conduct of Economic Social and Cultural Rights investigations, hearing and resolution of cases;
- Provide legal advice to complainants on economic social and cultural issues;
- Supervising subordinate staff under him/her;
- Assisting in the handling of the Institution’s legal work;
- Assisting in the preparation of departmental reports;
- Carryout such other lawful duties as assigned by Director of Economic Social and Cultural Rights and other senior members of staff of the Commission;

**6. Title of post :** Economic Social and Cultural Rights Officer

**Grade :** H8

**Qualifications**

- Bachelors Degree in Social Science, human rights/ Public Administration or any other related field;

- Have analytical skills;
- Must have report writing skills backed by good command of both oral and written English language;
- Computer literate;
- At least 2 years' experience in Human Rights issues;

**DUTIES:**

- Investigate cases of violations of economic social and cultural rights;
- Conduct awareness meetings on disability and elderly rights
- Assist in hearings (open and closed), conflict resolution, mediation and conciliation
- Assist in resource mobilization for the directorate
- Assist in preparations of departmental annual reports
- Any other business as assigned on time-to-time basis

**7. Title of post : Disability and Elderly Rights Officer (2 posts)**  
**Grade : H8**

**Qualifications**

- Bachelor's Degree in Social Science/ Public Administration or any other related field;
- Have analytical skills;
- Must have report writing skills backed by good command of both oral and written English language;
- Computer literate;
- At least 2 years' experience in Human Rights issues;

**DUTIES:**

- Investigate cases of violations of Disability and Elderly Rights;
- Assist in the formulation of operational manuals such as complaints handling manual guidelines for hearings, conflict resolution, mediation and conciliation.
- Undertake visits to places prone to Disability and Elderly rights abuse such as prisons, police cells, detention camps, refugee camps, schools, hospitals and handling complaints from such institutions.
- Conduct awareness meetings on disability and elderly rights

- Assist in hearings (open and closed), conflict resolution, mediation and conciliation
- Assist in resource mobilization for the directorate
- Assist in preparations of departmental annual reports
- Any other business as assigned on time-to-time basis

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. However, considering that the Commission oversees the implementation of the Gender Equality Act that ensures 40:60/60:40 distribution of decision-making positions; the Commission particularly encourages women to apply for positions above. **Please note that any canvassing shall lead to disqualification.**

An attractive remuneration package comprising a competitive salary and benefits will be offered to the successful candidates. The Commission also offers excellent career development opportunities.

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 the 15<sup>th</sup> January, 2022. **All late applications shall not be considered.**

**The Executive Secretary,  
Malawi Human Rights Commission,  
HB House, Off Paul Kagame Road,  
Private Bag 378,  
Lilongwe 3.**