

HUMAN RIGHTS COMMISSION

VACANCIES



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

- 1. Title of post:** Deputy Director of Disability and Elderly Rights
Grade : H4
Reporting to : Director of Disability and Elderly Rights

Responsibilities, Functions and Duties:-

The Deputy Director of Disability and Elderly Rights shall support the Director to ensure a robust and smooth running of the Directorate and shall specifically perform the following functions and duties:

- Assisting the Director in leading and coordinating of programmes, drafting work plans (annual, quarterly and monthly work plans) and corresponding budgets;
- Assisting the Director in providing effective coaching, delegation, supervision and performance appraisal of officers through weekly, monthly, quarterly and annual progress review and planning meetings;
- Supporting in team building of officers in the Directorate;
- Participating in the monitoring and evaluation of projects, activities and programmes of the Directorate.
- Preparation and submission of, and monthly and quarterly activity reports;
- Assisting the Director in stakeholder engagement, management and development of viable partnerships through resource mobilization.
- Participating in complaints handling, human rights monitoring, research and documentation and human rights education activities;
- Willingness to work on any other duties assigned by the Director or Executive Secretary from time to time, in order to meet the mandate of the Commission.

Minimum Requirements

Suitable candidates must possess at least the following:

- A Bachelor's Degree in Social Science, Human Rights and; Law, with specialization in disability and elderly rights is an added advantage;
- 7 years of experience in human rights work of which 3 years must be in middle level management roles;

- Demonstrable sufficient knowledge of and passion for human rights;
- Demonstrable capacity to provide senior line management advice , with a sound experience in project management.
- Excellent drafting, spoken and presentation skills especially in English Language;
- A critical thinker and capacity who can initiate innovative projects
- Computer literate in word and other systems
- Willingness to work on any other duties assigned by the Director or Executive Secretary from time to time in order to meet the mandate of the Commission.

2. 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 of shared 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;
- Assisting the Director ensuring prudent asset management;
- Assisting the Director in preparing directorate and institutional work plans and budgets;
- Convening regular section meetings for progress review and planning;
- Provide leadership in transport management system for the Commission and;
- Willingness to work in any other duties assigned by the Director or Executive Secretary from time to time in order to meet the mandate of the Commission.

Minimum Requirements

Suitable candidates must possess at least the following:

- A Bachelor’s Degree in Public Administration, Social Science or Business Administration, with specialization in procurement and corporate governance is an advantage;
- 7 years of experience in providing shared support services in a busy environment, of which 3 years must be in middle level management roles;
- Demonstrable capacity in a senior line management role, with sound experience in project management is an added advantage;
- Demonstrably decisive with a sound judgment and ability to take solve problems and conflicts;
- 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 English language;

- A dependable team player, with creative thinking and ability to manage projects and computer literacy and;
- Willingness to work in any other duties assigned by the Director or Executive Secretary from time to time in order to meet the mandate of the Commission.

3. Title of post : Chief Human Resources Management Officer
Grade : H4
Reporting to : Director of Corporate Services

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 of 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 leave rosters and advise the Executive Secretary on leave management.
- 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 with liaison with the Chief Accountant;
- Leading in the managing pension schemes and medical schemes;
- Willingness to work in any other duties assigned by the Director or Executive Secretary from time to time in order to meet the mandate of the Commission.

Minimum Requirements

Suitable candidates must possess 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 capacity to work in a senior line management role, with sound experience in project management in an added advantage;
- Demonstrably decisive and ability to solve problems and conflicts;
- Excellent organizational and supervisory skills with the ability to perform multiple tasks simultaneously .
- Excellent drafting, spoken and presentation skills especially in English language;
- A dependable team player, with creative thinking skills Computer literate; and knowledge of other systems
- Willingness to work on any other duties assigned by the Director or Executive Secretary from time to time in order to meet the mandate of the Commission.

4. Title of post	:	Regional Human Rights Officer
Grade	:	H4
Location	:	Blantyre
Reporting	:	Executive Secretary

Responsibilities, Functions and Duties:-

The Regional Human Rights Officer shall ensure the smooth running of the Commission's regional office and shall specifically perform the following functions and duties:

- Leading, organizing and coordinating of complaint handling and human rights education activities of the Commission at the regional office in line with the Strategic Plan;
- Initiating programmes, activities and work plans (annual, quarterly and Monthly workplans) and corresponding budgets;
- Providing effective coaching, delegation, supervision and performance appraisal of officers through weekly, monthly, quarterly and annual progress review and planning meetings;
- Facilitating team building of officers in the regional office;
- .Implementation of activities of the Directorate through preparation and submission of and ensuring that staff in the directorate timely prepare and submit, monthly and quarterly activity reports;
- Participating in the monitoring and evaluation of programmes
- Assisting the Executive Secretary in stakeholder engagement, management and development of viable partnerships through resource mobilization
- Performing all administrative functions, including ensuring optimum staff motivation, supervision, performance appraisal and discipline, pertaining to the regional office;
- Participating in complaints handling, human rights monitoring, research and documentation and human rights education activities.

Minimum Requirements

Suitable candidates must possess at least the following:

- A Bachelor's Degree in Social Science, Human Rights and Law with training in Administration is an added advantage;
- 7 years of experience in human rights work of which 3 years must be in middle level management roles;
- Demonstrable sufficient knowledge of and passion for human rights
- Demonstrable capacity to work in a senior line management role, with sound experience in project management.
- Excellent drafting, spoken and presentation skills especially in the English language;
- A dependable team player, with creative thinking skills and ability to manage projects
- Computer skills with knowledge of other systems
- Willingness to work on any other duties assigned by the Director or Executive Secretary from time to time in order to meet the mandate of the Commission.

5. Title of post : Principal Child Rights Officer
Grade : H6
Reporting to : Director of Child Rights

Responsibilities, Functions and Duties:

- Supporting the Director and participating in planning, organizing programmes and activities of the directorate;
- Carry out complaint handling activities, including investigations into cases of human rights violations as assigned by the Director;
- Undertaking human rights monitoring and documentation through visits to places prone to human rights abuse such as prisons, police cells, detention camps, refugee camps, schools, hospitals, etc;
- Drafting complaints handling and human rights reports with concise findings and recommendations on complaint handling and human rights monitoring;
- Participating in human rights research and education programmes;
- Participating in the formulation of monthly, quarterly and annual workplans, budgets and reports of the Directorate and;
- Working on any other duties assigned by the Director or Executive Secretary from time to time in order to meet the mandate of the Commission.

Minimum Requirements

Suitable candidates must possess at least the following:

- A Bachelor's Degree in Social Science, Human Rights and Law, with specialization in child rights is an added advantage;
- 5 years of experience in human rights work of which 2 years must be in middle level management roles;
- Demonstrable sufficient knowledge of and passion for human rights;
- Demonstrable capacity to lead in a line management role, with experience in project management being an added advantage;
- 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 work in any other duties assigned by the Director or Executive Secretary from time to time in order to meet the mandate of the Commission.

6. Title of Post : Public Relations Officer
Grade : H6
Reporting : Executive Secretary

Responsibilities, Functions and Duties

The Communications Officer shall be responsible for ensuring excellent corporate brand and profiling of the Commission. Specifically, the Communications Officer shall perform the following functions and duties:

- Develop and operationalize a Communications Strategy and plans for the Commission

- Leading in planning, organizing and provision of media and other communications services;
- Smoothing internal and external communication within the Commission and with its stakeholders, clients, as well as the general public;
- Drafting and reviewing all communication materials
- Initiating stakeholder engagement strategies, policy and programmes;
- Solicite public, stakeholder and client feedback on the workings and corporate image of the Commission and provide necessary advice;
- Profiling the Commission Customer Service Charter and serve as a Public Complaints Officer of the Commission;
- Leading in the regular publication of the Commission's Mfulu Bulletin;
- Ensuring a functioning and up to date Commission Website and social media platforms;
- Provide a link between the media and the Commission and;
- Willingness to work in any other duties assigned by the Director or Executive Secretary from time to time in order to meet the mandate of the Commission.

Minimum Requirements

Suitable candidates must possess at least the following:

- A Bachelor's Degree in Communication, Journalism, Media for Development Studies or any degree relevant to the Terms of Reference with demonstrable sufficient knowledge of and passion for human rights being an added advantage;
- 5 years of experience working with the mainstream media, of which 2 years must be in middle level management roles in a busy media environment;
- Demonstrable ability in media-based human rights reporting;
- Excellent drafting, spoken and presentation skills especially in the English Language;
- A dependable team player, with creative thinking and excellent computer literacy with the ability to use word, graphics, PowerPoint and;
- Willingness to work in any other duties assigned by the Director or Executive Secretary from time to time in order to meet the mandate of the Commission.

7. Title of post: Principal Disability and Elderly Rights Officer

Grade : H6

Reporting to : Director of Disability and Elderly Rights

Responsibilities, Functions and Duties:

- Supporting the Director and participating in planning, organizing programmes and activities of the Directorate;
- Carry out complaint handling activities, including investigations into cases of human rights violations as assigned by the Director;
- Undertaking human rights monitoring and documentation through field visits to places prone to human rights abuse such as prisons, police cells, detention camps, refugee camps, schools, hospitals, etc;
- Drafting complaints handling and human rights reports with concise findings and recommendations on complaint handling and human rights monitoring;

- Participating in human rights research and education programmes;
- Participating in the formulation of monthly, quarterly and annual workplans and budgets and reports of the directorate and;
- Working in other duties assigned by the Director or Executive Secretary from time to time in order to meet the mandate of the Commission

Minimum Requirements

Suitable candidates must possess at least the following:

- A Bachelor's Degree in Social science, Human Rights and; Law, with specialization in disability and elderly rights being an added advantage;
- 5 years of experience in human rights work of which 2 years must be in middle level management roles;
- Demonstrable sufficient knowledge of and passion for human rights;
- Demonstrable ability to lead and provide line management role, with experience in project management being an added advantage;
- Excellent drafting, spoken and presentation skills especially in English and Chichewa Language;
- A dependable team player, with creative thinking and ability to manage projects and computer literacy and;
- Be flexible to learn and receive instructions.

8. Title of post: Civil and Political Rights Officer

Grade : H8

Reporting to : Director of Civil and Political Rights

Responsibilities, Functions and Duties:

- Supporting the Director and participating in planning, organizing programmes and activities of the directorate;
- Carry out complaint handling activities, including investigations into cases of human rights violations as assigned by the Director;
- Undertaking human rights monitoring and documentation through field visits to places prone to human rights abuse such as prisons, police cells, detention camps, refugee camps, schools, hospitals, etc;
- Drafting complaints handling and human rights reports with concise findings and recommendations on complaint handling and human rights monitoring;
- Participating in human rights research and education programmes;
- Participating in the formulation of monthly, quarterly and annual workplans and budgets and reports of the directorate and;
- Working on other duties assigned by from time to time by the director or management or the immediate supervisor.

Minimum Requirements

Suitable candidates must possess at least the following:

- A Bachelor's Degree in Social science, Human Rights and; Law, with specialization in Disability and Elderly rights being an added advantage;
- 2 years of experience in human rights work;

- Demonstrable sufficient knowledge of and passion for human rights;
- Excellent drafting, spoken and presentation skills especially in the English Language;
- A creative thinker and capacity to manage projects
- computer literate and knowledge of other systems
- Working in other duties assigned by the Director or Executive Secretary from time to time in order to meet the mandate of the Commission

9. Title of post : Senior Personal Secretary
Grade : H7
Reporting to : Executive Secretary

Responsibilities, Functions and Duties

- Serving as a personal assistant to the Chairperson
- Organizing and ensuring orderliness of the office of the Chairperson;
- Arranging and coordinating all appointments and diary of the Chairperson;
- Assist the Chairperson to follow up progress and issues with Commissioners and senior management;
- Arranging commission and senior management meetings;
- Initiating procurement needs for the office of the Chairperson;
- Receive and convey messages intended for the Chairperson;
- Prepare correspondence from the Chairperson;
- Organise travel arrangements for the Chairperson and Commissioners and;
- Maintaining files for the Chairperson’s Office.

Minimum Requirements

- Diploma in Business Studies, Secretarial Studies from a reputable institution of higher learning;
- Demonstrable excellent secretarial skills including office management, shorthand 100- 120 wpm, diary maintenance, etc;
- Excellent interpersonal skills with a high degree of confidentiality and office discipline;
- Sensitivity to the protection of human rights defenders and work
- Excellent command of written and spoken English and Chichewa language coupled with good drafting skills
- A courteous and pleasant personality with a good sense of humour
- Five years of experience in related role in a busy office;

10. Title of the Post : Internal Auditor (H8)
Grade : H8

Reporting to : Administratively to the Executive Secretary and functionally, to the Commission Chairperson

Responsibilities, Functions and Duties

- Monitoring compliance with legislation and policy in all procurement, payment and staff recruitment for various positions at the Commission;
- Conducting periodic financial and risk audits and preparing audit reports for the Commission through the Chairperson of the Finance, Risk and Audit Committee (FAR);
- Preparing annual Risks Logs;
- Supporting the Chief Accountant in preparing for external audits;
- Advising management on audit queries and actions to be taken and;
- Working in other duties assigned by the Director, Executive Secretary, the FAR Committee, Chair from time to time.

Minimum Requirements

- Bachelor's Degree preferably in Accountancy, or Business Administration;
Four years of relevant experience;
- Good knowledge of the Public Finance Management Act, Public Audit Act, Public Procurement and Disposal of Assets Act, Malawi Public Service Regulations and Donor policies;
- Good oral and written communication skills and;
- High aptitude, numeracy and computer skills.

11. Title of post: Systems Analyst
Grade : H8
Reporting to: Director of Corporate Services
Minimum Qualifications

- Degree in Computer Science or Information Technology
- Two Years continuous experience
- Good oral and written communication skills
- Basic understanding of human rights issues

Duties

- Maintaining software and hardware applications
- Establishing and review systems and procedures for the application and protection of Commission's hardware and software
- Ensure optimum utilization of IT facilities
- Ensure availability of back up facilities at all times
- Provide training to staff on IT applications and management
- Advising management on IT
- Maintain Computer Hardware and Software Inventory
- Assist in the designing of human rights promotion materials
- Administration of Domain Controllers;
- Uploading of documents and updating of Website;
- Perform any other reasonable duties assigned to him by the Commission.

The Commission is an equal opportunity employer. Female applicants, as well as persons with disabilities, who meet the prerequisite qualifications and experience are particularly

encouraged to apply. , . In addition, since the Commission oversees the implementation of the Gender Equality Act and that it complies with the 40:60/60:40 provisions of decision-making positions. **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 applications with up-to-date detailed curriculum vitae including names and addresses of three traceable referees, to reach the undersigned not later than the 4th January, 2021. **All late applications shall not be considered.**

**Chairperson
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