



RESERVE BANK OF MALAWI

VACANCIES

The Reserve Bank of Malawi is inviting applications for the under listed positions tenable at its Head Office, Blantyre and Mzuzu Branches:

1. SENIOR COMMUNICATION OFFICER (1 POSITION)

Reporting to the Manager, Communication & Protocol, the successful candidate will, among other duties, be responsible for:

- ✓ Coordinating Media Affairs of the Bank;
- ✓ Coordinating the Bank's Corporate Social Responsibility (CSR) initiatives;
- ✓ Coordinating Bank's Communication assignments;
- ✓ Implementing executive assignments and coordinating protocol and customer care activities;
- ✓ Ensuring that the Bank's website and intranet carry up to date information.
- ✓ Coordinating distribution of the Bank's branded materials to its stakeholders;

The ideal candidate should, among other things, satisfy the following:

- ✓ Must possess Masters Degree in Journalism or Mass Communication or Business Administration or Economics or Cultural Studies obtained from reputable institutions plus 5 years' experience mainly in mainstream news media or corporate journalism;
- ✓ Must be a member of Media Council of Malawi and affiliated to MISA Malawi
- ✓ Must be between 25 and 30 years of age;
- ✓ Must have the ability to formulate plans for the effective implementation of the Bank's Communication Policy;
- ✓ Must be able to formulate plans for effective implementation of CSR to ensure it is done timely, effectively and smoothly;
- ✓ Must be able to swiftly comprehend complex and emerging current affairs relating to the Bank and propose appropriate interventions;
- ✓ Must have the ability to apply high level of independent thinking, initiative and independent judgement in handling diverse official functions;
- ✓ Must have excellent leadership, analytical, computer and communication skills;
- ✓ Must have the ability to work with cross-functional teams; and

- ✓ Must have high level integrity, professionalism, ethics and confidentiality.

2. **OFFICER, FACILITIES MANAGEMENT (1 POSITION)**

Reporting to the Engineer Facilities Management, the successful candidate will, among other duties, be responsible for:

- ✓ Conducting lifecycle maintenance data analysis of equipment and facilities maintenance;
- ✓ Collecting and collating benchmarks for facilities and equipment maintenance;
- ✓ Monitoring facilities maintenance activities carried out by Bank's technical teams and contractors;
- ✓ Analysing facilities performance through condition monitoring tools;
- ✓ Monitoring safe working practices for the technical teams; and
- ✓ Collecting risk assessment data for the technical teams (Maintenance & Projects and Estates teams).

The ideal candidate should, among other things, satisfy the following:

- ✓ Must possess Masters' Degree in Building Services/Mechanical/Electrical Engineering but those with Bachelor of Science Degrees in such areas as Building Services/Mechanical/Electrical Engineering plus 4 years of relevant experience can apply;
- ✓ Must be between 25 and 35 years of age;
- ✓ Must have high level analytical skills and innovation to contribute to the development of task plans and safety procedures;
- ✓ Ability to effectively monitor and give guidance to technical teams on maintenance processes; and
- ✓ Must be able to make sound decisions on various equipment and facilities.

3. **ANALYST, PROJECTS (1 POSITION)**

Reporting to the Supervisor, Projects, the successful candidate will, among other duties, be responsible for:

- ✓ Analyzing all projects taking place in the Bank;
- ✓ Preparing presentation materials for management reports;
- ✓ Working with Project Teams on feasibility studies, due diligence and coming up with schedules;
- ✓ Coordinating Projects Implementation;
- ✓ Developing, designs for reporting standards for the Projects;
- ✓ Providing key project performance parameters; and

- ✓ Evaluating and monitoring Project Implementation;

The ideal candidate should, among other things, satisfy the following:

- ✓ Must possess Bachelor's Degree in Civil Engineering/ Architectural Science/ Quantity Surveying or Project Management;
- ✓ Must be between 25 and 35 years of age;
- ✓ Must possess three (3) years' experience in the field;
- ✓ Ability to interpret project structure life cycle, sub-phases, milestones and decision gates;
- ✓ Ability to identify all project risks before they occur and prioritize them depending on their impact to the project;
- ✓ Ability to analyze the performance of actors; and
- ✓ Sound ethical conduct in dealing with both internal and external project actors.

4. SENIOR ANALYST, HUMAN RESOURCES ANALYTICS (1 POSITION)

Reporting to the Principal Analyst, Human Resources Analytics, the successful candidate will, among other duties, be responsible for:

- ✓ Assist in the creation of profile of HR metrics and maintain HR Data dashboard
- ✓ Undertake HR Database Management;
- ✓ Facilitate HR Data quality assessments;
- ✓ Carry out HR Data Analysis and Reporting;
- ✓ Facilitate provision of HR Data Analytics & Insights;
- ✓ Participate in the review of HR data systems applications; and
- ✓ Participate in managing HR Analytics Stakeholder expectations.

The ideal candidate should, among other things, satisfy the following:

- ✓ Must have Master's Degree in Statistics, Mathematics, Business Administration, Human Resources or related discipline but those with Bachelor's Degree in Statistics, Mathematics, Business Administration, Human Resources or related discipline plus 3 years' experience in big data analytics can apply;
- ✓ HR Analytics or HR Digital certifications;
- ✓ Must be aged between 25 and 35 years;
- ✓ Must have experience in Advanced MS Excel, MS PowerPoint, and Tableau;
- ✓ Must have experience with SQL querying and database;
- ✓ Must have applied mathematical, statistical, and analytical skills to design and interpret predictive, descriptive and inferential statistics; and
- ✓ Excellent drafting skills and ability to create detailed spreadsheets, charts and meaningful graphs.

5. EXAMINER, MICROFINANCE PRUDENTIAL SUPERVISION (1 POSITION)

Reporting to the Principal Examiner, Microfinance, Prudential Supervision, the successful candidate will, among other duties, be responsible for:

- ✓ Conducting offsite analysis of prudentially regulated Microfinance Institutions;
- ✓ Conducting onsite examination of prudentially regulated microfinance institution;
- ✓ Conducting adhoc examination;
- ✓ Producing annual reports;
- ✓ Managing database; and
- ✓ Reporting major developments in the industry/market.

The ideal candidate should, among other things, satisfy the following:

- ✓ Must possess Bachelor's Degree in Accountancy/Finance/ Economics, Microfinance or Business Administration;
- ✓ Must be between 22 and 30 years of age;
- ✓ Excellent drafting skills;
- ✓ Ability to analyse financial statements;
- ✓ Ability to conduct market surveys and interpret market developments; and
- ✓ Knowledge of the financial sector laws.

6. ANALYST, CURRENCY PLANNING & POLICY (1 POSITION)

Reporting to the Senior Analyst, Currency Planning and Policy, the successful candidate will, among other duties, be responsible for:

- ✓ Conducting preliminary analysis and forecasting of currency and economic data;
- ✓ Compiling data related to currency management;
- ✓ Drafting monthly currency reports;
- ✓ Drafting correspondences;
- ✓ Providing secretarial services to Currency Advisory Committee meetings; and
- ✓ Initiating and consolidating payments to currency suppliers.

The ideal candidate should, among other things, satisfy the following:

- ✓ Must have Master's Degree in Economics but those with Bachelor's Degree in Economics plus 3 years' experience in report writing and statistics can apply;
- ✓ Must be aged between 22 and 30 years;

- ✓ Must have analytical, statistical and planning skills; and
- ✓ Excellent drafting skills.

7. ECONOMIST, FINANCIAL STABILITY (1 POSITION)

Reporting to the Senior Economist, Financial Stability, the successful candidate will, among other duties, be responsible for:

- ✓ Collecting data and consolidating technical contributions from stakeholder departments for the drafting of Bi-Annual Financial Stability Report;
- ✓ Participating in the conduct of the Bi-annual Macro Stress Testing on the Banking System;
- ✓ Participating in the Bank Lending (BLS) and Systemic risk surveys;
- ✓ Participating in the Financial Stability Technical Committee (FSTC) Quarterly Meetings;
- ✓ Producing reports on Macroeconomic and Financial Stability developments and Interbank Market Transactions;
- ✓ Maintaining sound database of financial stability indicators; and
- ✓ Undertaking research on financial stability and other topical issues.

The ideal candidate should, among other things, satisfy the following:

- ✓ Must have Master's Degree in Economics but those with a Bachelor's Degree in Economics obtained from reputable institutions and have 3 years relevant experience can apply;
- ✓ Must be aged between 22 and 30 years; and
- ✓ Must have excellent drafting and analytical skills

8. EXAMINER, CONSUMER PROTECTION (1 POSITION)

Reporting to the Principal Examiner, Consumer Protection, the successful candidate will, among other duties, be responsible for:

- ✓ Handling financial consumer complaints;
- ✓ Participating in on-site examinations;
- ✓ Conducting surveillance of financial institutions;
- ✓ Conducting Market Intelligence;
- ✓ Producing Periodic Reports; and
- ✓ Participating in the development of Market Conduct Regulations.

The ideal candidate should, among other things, satisfy the following:

- ✓ Must possess Bachelor's Degree in Economics, Accounting, Finance, Law, Banking, Business Administration or Risk Management obtained from reputable institutions;
- ✓ Must be between 22 and 30 years of age;
- ✓ Knowledge and understanding of the basics of each financial sector;
- ✓ Knowledge of financial laws; and
- ✓ Excellent drafting, planning, analytical and communication skills.

9. EXAMINER, FINANCIAL LITERACY (1 POSITION)

Reporting to the Principal Examiner-Financial Literacy, the successful candidate will, among other duties, be responsible for:

- ✓ Designing, developing and implementing financial literacy and financial inclusion programs;
- ✓ Developing school based financial education programs;
- ✓ Initiating development of financial Literacy materials;
- ✓ Participating in impact evaluation of consumer awareness and financial literacy programs;
- ✓ Maintaining Consumer Financial Literacy Web Portal; and
- ✓ Participating in production of annual reports.

The ideal candidate should, among other things, satisfy the following:

- ✓ Must possess Bachelor's Degree in Education or Communication Studies or Business Administration obtained from a reputable institution;
- ✓ Must be aged between 22 - 30 years;
- ✓ Ability to compile consumer education materials and evaluate the effectiveness of consumer education programs; and
- ✓ Excellent drafting, planning, analytical, presentation and communication skills.

10. ACCOUNTS OFFICER, FINANCIAL REPORTING (1 POSITION)

Reporting to the Assistant Financial Accountant, Financial Reporting, the successful candidate will, among other duties, be responsible for:

- ✓ Preparing Bank's Annual Financial Statements.
- ✓ Compiling Monthly Reconciliation.
- ✓ Reconciling bank accounts.

The ideal candidate should, among other things, satisfy the following:

- ✓ Must possess Bachelor's Degree in Finance/Business Administration/Accounting
- ✓ Must have the ability to apply high level of independent thinking, initiative and independent judgment in handling diverse staff situations.
- ✓ Must have knowledge and ability to negotiation when presenting work proposals to superiors or within the team.
- ✓ Must be aged between 22 - 30 years.

11. WELFARE ASSISTANT (1 POSITION)

Reporting to the Supervisor, Human Resources (BT), the successful candidate will, among other duties, be responsible for:

- ✓ Implementing the Bank's Bereavement Policy;
- ✓ Maintaining Petty cash;
- ✓ Monitoring the performance of outsourced catering and recreation service providers; and
- ✓ Maintaining welfare database.

The ideal candidate should, among other things, satisfy the following:

- ✓ Must possess a Diploma in Business Administration/Human Resources/Public Health/Environmental Health;
- ✓ Must be aged between 22 - 30 years;
- ✓ High level independent thinking, initiative and judgmental skills the in handling diverse staff situations; and
- ✓ Excellent drafting, planning, and communication skills.

12. SECURITY INSPECTOR (2 POSITIONS)

Reporting to Senior Security Officer, the successful candidates will, among other duties, be responsible for:

- ✓ Conducting physical surveillance
- ✓ Implementing screening and searching of staff and visitors; and
- ✓ Providing security escort services.

The ideal candidate should among others things satisfy the following:

- ✓ Must possess Malawi School Certificate of Education (MSCE) plus 5 years' experience in the Malawi Police Service or Malawi Defence Force;
- ✓ Must be computer literate;
- ✓ Must be between 30 and 35 years;
- ✓ Excellent understanding of firearms legislation and practical handling thereof, corporate security, workplace safety laws and contemporary labour relations;
- ✓ Ability to respond timely and effectively to security and safety risk occurrences;
- ✓ Ability to plan for physical searching, screening and access control procedures; and
- ✓ Excellent planning, communication and customer care skills.

All interested persons who meet the requirements of the jobs listed above should upload their detailed Curriculum Vitae, stating home and residential/postal addresses, names and addresses of three traceable referees and copies of certificates when applying through the following link: <https://rbm.jb.skillsmapafrica.com> not later than 17th April, 2020.