



## **MALAWI ELECTORAL COMMISSION**

### **VACANCY**

The Malawi Electoral Commission, “the Commission”, is a body corporate created under Section 75(1) of the Constitution, to supervise, direct and preside over the conduct of all elections in Malawi.

In accordance with Section 13 of the Malawi Electoral Commission Act, the Commission seeks to appoint a suitably qualified person with relevant experience to fill the following vacant position within its secretariat.

**Job Title:** Research, Monitoring and Evaluation Manager

**Grade:** C4

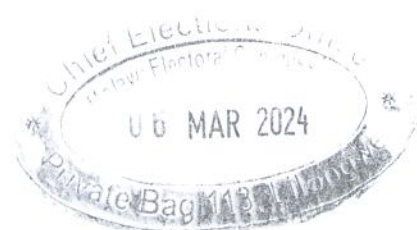
**Responsible to:** Chief Elections Officer

**Responsible for:** Monitoring and Evaluation (M&E) Officer, Research and Documentation Officer

**Purpose:** To facilitate and coordinate planning, research, monitoring and evaluation; and the development of resource mobilization and organization performance monitoring strategies.

#### **Key Duties and Responsibilities:**

1. Initiating the formulation, analysis and review of MEC strategic and operational plans, policies, regulations and procedures and advising management accordingly;
2. Leading the monitoring of programs implementation to ensure timely correction of variances;
3. Coordinating continuous and adhoc electoral related research programs by internal and external researchers;
4. Liasing with management in the development of the Commission's annual plans and budget and monitoring implementation;
5. Developing, implementing and reviewing resource mobilization and organization performance monitoring strategies;



6. Liaising with coordinating departments in the implementation of support missions in collaboration with the relevant departments;
7. Monitoring his/her departmental performance and appraising staff;
8. Conduct of mid-term evaluation of Commission programs;
9. Producing appropriate reports as required from time to time.

### **Core Competencies**

- Research design, implementation, and data analysis
- Data collection and Data analysis packages
- Strong inter-cultural and interpersonal skills
- Experience writing for multiple audiences, especially in translating technical knowledge into common language
- Excellence writing and editing skills with strong attention to detail
- Fluency in English and any other local languages (reading, writing and speaking); experience with translation of technical documents.

### **QUALIFICATIONS**

- Must have first degree in Social Science/ Public Administration/ Development Studies/ Economics/ Applied Statistics;
- In addition she/he must have Masters degree in any of the following fields: Economics, Statistics or Development Studies;
- Proven practical experience in the following: research, monitoring and evaluation;
- Ability in analytical statistical packages such as SPSS/Stata.

### **MODE OF APPLICATION**

Interested candidate should submit the following:

- Cover letter with brief details on their suitability;
- Up to date Curriculum Vitae;
- Names and contacts of three traceable referees;
- Certified copies of certificates.

Applications must be clearly marked on the envelope with title of the position applied for and submitted to the following address not later than Wednesday, 27<sup>th</sup> March 2024:

The Chief Elections Officer  
Malawi Electoral Commission  
Private Bag 113  
Lilongwe

Only shortlisted candidates will be acknowledged. The Malawi Electoral Commission is an equal opportunity employer. Qualified women and persons with disabilities are encouraged to apply.

