



MALAWI ELECTORAL COMMISSION

VACANCIES

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 on the Malawi Electoral Commission Act, the Commission seeks to appoint suitability qualified persons with relevant experience to fill the following positions within its secretariat.

- 1. Job Title:** Deputy Chief Elections Officer (Operations)
- Number Required:** 1
- Grade:** C2
- Responsible to:** Chief Elections Officer
- Responsible for:** Director of Electoral Services
Director of Civic and Voter Education
Warehouse and Logistics Manager
- Purpose:** To administer and manage the entire electoral process



KEY DUTIES AND RESPONSIBILITIES

1. Overseeing the development and implementation of election logistical plans,
2. Overseeing the development and implementation of civic and voter education strategies,
3. Mediation of electoral disputes including evaluation of electoral processes and issuing recommendations for improvement,
4. Planning, directing and coordinating all election related activities through regional and district offices
5. Overseeing all electoral related programs including designing and maintenance of accurate voters roll
6. Overseeing the provision of secure warehousing for election materials and supplies
7. Maintaining regular liaison with the CEO on the various phases of the electoral process

CORE COMPETENCIES

- Strong inter-cultural and interpersonal skills
- Excellent 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

- Master's degree in any of the following: Social Science, Political Science or Development Studies plus five (5) years' relevant experience.

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;



Signature
Libra

- Certified copies of certificates.

Application must be clearly marked on the envelope with title of the position applied for and submitted to the following address not later than **27th February, 2026**:

The Chief Elections Officer
Malawi Electoral Commission
Private Bag 113
Lilongwe 3

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.

