



MALAWI ELECTORAL COMMISSION

VACANCY

CHIEF ELECTIONS OFFICER

The Malawi Electoral Commission (the “Commission”) is a body corporate created under Section 75(1) of the Constitution of the Republic of Malawi, to supervise, direct and preside over the conduct of all elections in Malawi under the Presidential, Parliamentary and Local Government Elections Act, 2023 and the Referendum Act of 2017.

In accordance with Section 12(1) of the Malawi Electoral Commission Act, the Commission seeks to appoint a suitably qualified person with relevant experience to be the Chief Elections Officer through an open, transparent and competitive process. The person so appointed shall hold office for a period of **five years** and shall be eligible to be re-appointed as Chief Elections Officer for a further period of **five years**.

The Chief Elections Officer is the Chief Executive Officer and Controlling Officer of the Commission and is responsible for the day-to-day management of the Commission subject to the general and specific directions of the Commission and is responsible and answerable only to the Commission.

The Commission is, therefore, inviting interested and qualified candidates to submit their applications for the post to the addresses below.



Key Roles and Responsibilities of the Position

The Chief Elections Officer shall be responsible for carrying out such duties as may be specified to him or her from time to time by the Commission. In addition to this general responsibility, the duties of the Chief Elections Officer shall include the following:

- 1) Provide strategic direction, executive leadership, and vision to the Commission Secretariat to ensure the achievement of the Commission's constitutional, statutory, and organizational objectives.
- 2) Serve as the Chief Executive Officer responsible for the overall management, administration, organization, supervision, and control of all professional, technical, administrative, and support staff of the Commission.
- 3) Ensure the efficient, timely, and effective implementation of all policies, resolutions, directives, and decisions of the Commission.
- 4) Direct and monitor the implementation of the Commission's Strategic Plan and other institutional priorities to ensure the attainment of organizational goals.
- 5) Plan, coordinate, organize, and supervise all electoral activities to ensure the conduct of credible, transparent, efficient, and legally compliant elections.
- 6) Represent the Commission and maintain effective working relationships with government institutions, political parties, civil society organizations, development partners, electoral management bodies, and other stakeholders at national, regional, and international levels.
- 7) Oversee the preparation and submission of comprehensive election reports, evaluations, and post-election reviews for consideration by the Commission.
- 8) Ensure the accurate compilation, verification, presentation, and submission of election results to the Commission in accordance with applicable electoral laws and procedures.



- 9) Coordinate the work of Commission Committees and ensure the effective implementation and follow-up of their recommendations and resolutions.
- 10) Direct the preparation of agenda papers, issue papers, policy briefs, background documents, reports, and other materials required for Commission meetings and committee of the Commission.
- 11) Ensure that accurate minutes of Commission meetings and other official records are properly maintained, secured, and kept up to date at all times to support effective governance, accountability, and institutional memory.
- 12) Ensure the provision of appropriate training, professional development, succession planning, and performance management systems to enhance staff productivity and organizational effectiveness.
- 13) Ensure the preparation and submission of statutory, administrative, and institutional reports to the Commission and as required under other written laws.
- 14) Exercise overall responsibility for the protection, utilization, control, and accountability of the Commission's assets and resources.
- 15) Perform such other duties, responsibilities, and functions as may be assigned by the Commission or required under the electoral laws.

Requisite Academic Qualifications and Experience

- 1) Must possess a Master's Degree in Law, Public Administration, Social Sciences, Economics, Finance, Business Administration, Political Science, Project Management, or a related field from an accredited and recognized institution of higher learning.
- 2) Must have a minimum of ten (10) years' experience at senior management or executive level.
- 3) Candidate with demonstrable experience in institutional management at a level fairly comparable in complexity with the Commission's undertakings and candidates with



experience in the management and administration of elections at a senior level shall have an added advantage.

Other Important Personal Attributes

The candidate must:

- 1) be a person of integrity, impartiality, with the ability to maintain political neutrality.
- 2) demonstrate sound judgment, emotional maturity, and strong analytical and critical thinking skills
- 3) possess strong leadership and interpersonal skills.
- 4) be able to perform effectively under pressure and in demanding environments
- 5) possess excellent oral, written, presentation, and stakeholder engagement skills, with the ability to communicate effectively with a wide range of audiences.
- 6) possess a demonstrable knowledge of corporate governance principles, public sector management, and institutional accountability.
- 7) be not more than 55 years old.

Mode of Application

Interested candidates should submit the following:

1. Written application with brief details on the suitability of the candidate;
2. Up-to-date Curriculum Vitae;
3. Names of three traceable and responsive referees; and
4. Certified copies of academic certificates.



Applications must be clearly marked on the envelope “*Application for the Post of Chief Elections Officer*” and submitted physically to the following address not later than 16th October 2026:

The Chairperson
Malawi Electoral Commission
Chisankho House
City Centre
Private Bag 113
Lilongwe

Or

Email: chairperson@mec.org.mw

Only shortlisted candidates will be acknowledged.

Important Notice

The Malawi Electoral Commission is an equal opportunity employer. Women and persons with disabilities are encouraged to apply.

